

BOARD OF MAYOR AND ALDERMEN

April 20, 2021

7:30 p.m.

Mayor Craig called the meeting to order.

Mayor Craig stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

The Clerk calls the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, Levasseur, Terrio, Shaw, Barry, Gamache

Absent: Aldermen O'Neil and Hirschmann

4. Discussion regarding the Natural Resources Inventory conducted by Moosewood Ecological Services on behalf of the Manchester Conservation Commission.

Mayor Craig stated Jeff Littleton from Moosewood Ecological Services is with us this evening as well as Jeff Belanger from the Planning & Community Development Department.

Jeff Littleton, Principal & Founder, Moosewood Ecological Services, stated thank you for this opportunity to present to Manchester. I am going to give you a brief overview of a little bit of the findings and open it up to any questions you might have. We began this project last year. We had a variety of different goals that we set forth in the beginning. One of the first things that we always do when we are conducting a natural resource inventory for any community is to review the existing information to really get a sense of what is known about a community. For the City of Manchester, that included looking at the urban ponds program that has been going on for years and trying to better understand

what is happening with the Manchester Cedar Swamp and all of the other conservation lands around. We also acquired very specific data on rare wildlife and plants for the community so we knew what is going on in terms of rarity. So we gathered all of this information together to get a good sense of what is going on. Then one of the big purposes was to refine some of the natural resource inventory data to get better representation for the City. For example, we examined aerial photography interpretation as well as other data in our mapping software. So we mapped potential vernal pools and we came up with well over 100 vernal pools and I say these are potential because they are not confirmed at this point. We also refined the grasslands data layer that was developed by the Wildlife Action Plan and Fish & Game to give, again, better representation for the natural resources in the town. We then followed-up with a variety of field surveys. We spent 10 days out in the field on roughly 15 to 20 different properties anywhere from public properties like Rock Rimmon and the Piscataquog River Park as well as a variety of private landowners that provided us with permission to access their property which was very gracious of them. The whole point of this was to really start to better understand the habitat distribution verifying what the NH Wildlife Action Plan mapped as various wildlife habitats, as well as looking at refined small scale habitats like vernal pools and pale slopes and start to really get a sense of the bio-diversity, particularly in terms of wildlife in the community. It provided a next level of the natural resource inventory. Again, better representation for natural resources in the community. A big part of this project also included developing a series of NRI maps which I will go over in a moment as well as developing what is called a story map. It is quite useful and very common and a popular tool these days as a way of reaching out to the community telling the story of the NRI. Basically it is the report but in pictorial, interactive version so folks can look through the story map and see the variety of natural resources, an inventory map and a narrative along the side stating what it means, why the resources are important, and where are they located in the community. It adds a really fun interactive and informative way for the community to easily access the information in the NRI and that is available on the City's website. I definitely encourage you to check that out. We did help define a report and this is our second presentation. We did a presentation to the Conversation

Commission, which I believe was aired live to the community, as well as this presentation here. Public outreach is always a really big effort that I believe should be put forth in conducting a natural resource inventory because it is the whole community that really owns this document. It is a guiding document for the various boards and committees to use to help align future development patterns and conservation planning but also a huge educational tool for everybody in the City. There are a variety of themes we work around in developing a series of these natural resource inventory maps. One of the first ones is our water resources. We look at above ground and below ground in terms of water resources. Above ground consists of looking at rivers and streams, ponds and lakes. These are all wetlands but we think of wetlands in terms of marshes and swamps and a variety of other aspects. Those wetlands that were considered as high value wetlands we mapped. We are looking at the above ground resources and where they are located and what they are. Each one of these characteristics we quantify. So easily you can look at the report to see how many acres of marshland are in Manchester. Next we looked at the groundwater resources which looks at your aquifer systems in your community. Our next theme that we investigated and mapped was what I term as ecological resources. This takes the NH Wildlife Action Plan wildlife habitats and we mapped those. Those are some of the elements that we were field checking to see how accurate they were. Again, we quantified things like hemlock hardwood pine forest which represents nearly 7% of the City. Grasslands represent almost 2% of the City. We quantified this in a manner that gives you a sense of how much is available. Each one of these habitats is really specific to a certain suite of wildlife community. The other part of the ecological resources that we mapped were what we call the unfragmented landscape. These are areas of unbroken forest whereas they are not traversed by any well-traveled roadways. They may be Class 6 roads that are off the mark but no residential roads or anything above that. Looking at these larger blocks of land lends itself to an understanding of wildlife diversity. It also helps us better understand the idea of invasive plants on our landscape. The smaller the blocks, typically the lower the wildlife diversity and higher invasion of non-native plants. The next theme that we worked on is what I coin as the working land. We were looking at agriculture and forestry sources. This

really comes from the aspect of soils data from the U.S. Department of Agriculture and the Natural Resource Conservation Service. It is looking at agriculture from a stance of these various soils that look at prime farm land soil in your City that are some of the best soils that are out there but it also looks at the next tier of farm land soils statewide and of local significance. So really important soils for agriculture moving forward if that is what the City is interested in protecting. The forest resources are the same thing. We are looking at these different soil types that really promote good growth of say White Pine or hardwoods. In these maps, it is clearly delineated which areas are good for particular types of trees. The commission was really interested in looking at cultural and scenic resources, which was a lot of fun to delve into. We are talking about all the numerous City parks which is really wonderful. We also looked at the cemeteries and scenic views like from the top of Rock Rimmon looking over the City. We looked at areas such as boat launches for people to be able to put their kayaks in or other motor boats depending on the type of resources that are available for those ramps. It was fun looking at the cultural and scenic resources. We also delved into a little bit of the historical resources in terms of some of the conservation lands and looked at some of the past human uses of some of these areas, which was a lot of fun. The final map looked at conservation lands. We worked with the City on this to refine the existing data layer that we had and tried to correct that as much as possible to make it as close to perfect as we can get it as far as the various conservation lands within the City. Those are the variety of maps that went into this. Each one of these maps and the report contains a narrative that discussed the resource, why it is important, what it is and where it is distributed along with the quantification of how many acres per wetland type of wildlife habitat type. What this really distilled down to was looking at a variety of different conservation focus areas and potential mitigation sites. The commission was really interested in that so I will just give you some general thoughts behind that and then we can open it up to questions. Essentially, some of the areas for mitigation and conservation center a lot around wetlands. They are some of our most significant resources on our landscape. So we are looking at existing flood plains and their streams and their natural buffers in terms of protection. These areas harbor a variety of different species of greatest conservation

concern. The same thing with the protection of wetlands, particularly those high value wetlands. When you take a look at the wetlands map, you will see which ones have been identified as being really high value. Same thing with streams and river shorelines and natural buffers. There are a lot of different rare species along the Merrimack River and Piscataquog River. Some of these are sort of generic and then we get down to a little bit more of distinguishing specific sites, particularly your Great Cohas Swamp, which has amazing diversity in there. It is just an amazing wetland system that is definitely worthy of protection in terms of protecting its upland natural habitat buffers. We also identified a variety of City-owned properties that would be worthy at looking at in terms of protection. I think there were five different major areas in Manchester that we noted as having high ecological and conservation value. These include the lands around Massabesic Lake and Manchester Water Works property, again that create the Great Cohas Swamp and its brook, the Piscataquog River, the Merrimack River and the Manchester Cedar Swamp at Hackett Hill. In here, we identify a variety of City-owned properties that are associated within these five major areas that should be at least considered for protection either through some mitigation efforts or working with the City in terms of developing some sort of protection strategies. There are a variety of other general recommendations moving forward such as developing a stewardship plan for City-owned lands. All in all, what this report provides the community and public officials with is a really good understanding of what natural resources the City has, where they are distributed, and some strategies around protection of them. At this point, I would open it up to any questions that you may have.

Alderman Long stated thank you. Is there a past inventory that you can compare to?

Mr. Littleton responded no. I am not aware of a past inventory that was created for Manchester. It was not brought to my attention and I didn't see anything through my research.

Alderman Long asked so we don't know if any damage may have been done in say the last 10 years.

Mr. Littleton answered that was identified through this project. I am not aware of it. I do typically recommend that communities revisit their NRI, not that they necessarily have to completely redo it but definitely revisit it every 10 years to see what has been going on and new data that has been developed. I think Manchester is on the track of starting to do that.

Alderman Long stated you mentioned the Merrimack and Piscataquog Rivers. Are the shore lands in this NRI?

Mr. Littleton replied we didn't visit all of the shore lands. We didn't have access to all of them. We didn't map the buffers around there. Obviously, you are probably aware that the Shore land Water Quality Protection Act covers the particular buffers along those waterways. We did not actually map those buffers. That is something that would be helpful for the City moving forward in terms of looking at development to understand where these buffers lie from a planning perspective.

Alderman Shaw stated thank you for the presentation. This is an amazing report and I think it really brings to light the areas of our City that are really still nature's place if you want to call it that. We have to make sure that when we do continue to build and develop that we protect these areas that you have identified. I wonder if it is possible for us to get a hard copy of your report.

Mr. Littleton replied sure.

Mayor Craig stated thank you for your presentation and for the information. As Aldermen Long and Shaw said, it is really nice to have everything in one place and it

really does highlight a lot of the wonderful places that we have in the City of Manchester for recreation.

Mr. Littleton stated it is a wonderful city and there are a bunch of wonderful spots for the citizens to go and enjoy nature. I appreciate the time tonight and the opportunity to work on the natural resource inventory for the City of Manchester. Thank you very much.

CONSENT AGENDA (ITEMS)

Mayor Craig advised if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Approve under supervision of the Department of Highways, subject to funding availability

6. Residential Sidewalk Petitions:
- 170 Sagamore Street
 - 15 Chad Road
 - 224 S Taylor Street
 - 211 W Haven Road
 - 252 Woodcrest Court
 - 400 Lowell Street
 - 167 Kenney Street
 - 127 Russell Street

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

7. Resolutions:

"Amending the FY2019, FY2020 and FY021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty-One Dollars and Six Cents (\$13,581.06) for the FY2021 CIP 411421 Radiological Emergency Preparedness."

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

“Continuation of the Central Business Service District.”

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Fiscal Year 2021.”

8. Bond Resolutions:

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

9. Budget Resolutions:

"Appropriating to the Parking Fund the sum of \$5,573,711 from parking revenues for the Fiscal Year 2022."

"Appropriating the sum of \$14,646,150 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2022."

“Appropriating to the Manchester Airport Authority the sum of \$35,403,184 from Special Airport Revenue Funds for the Fiscal Year 2022.”

“Appropriating to the Manchester Transit Authority the sum of \$1,373,420 for the Fiscal Year 2022.”

“Appropriating to the Manchester School District the sum of \$173,111,686 for the Fiscal Year 2022.”

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2022 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,819,971 from School Food and Nutrition Services Revenues for the Fiscal Year 2022.”

"Raising Monies and Making Appropriations of \$161,873,287 for the Fiscal Year 2022.”

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2022.”

"Resolution ‘ Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.”

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

- 10.** Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$14,155 for CIP 610020 Housing First be approved.
(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)
- 11.** Recommending that the amending resolution and budget authorizations providing for the acceptance and expenditure of funds in the amount of \$575,000 for CIP 713721 Storage Shed be approved.
(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)

12. Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$13,581.06 to CIP 411421 Radiological Emergency Preparedness be approved.
(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)
13. Recommending that the amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$750,000 to CIP 810121 Affordable Housing Initiatives be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)
14. Recommending that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$179,000 for CIP 713821 FY2022 Vehicles (MWW) be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)
15. Recommending that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$640,000 for CIP 713921 FY2022 Vehicles (MWW) be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)
16. Recommending that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$2,800,000 for CIP 710022 Annual ROW Road Reconstruction (DPW-Highway) be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)
17. Recommending that the request from the City Clerk to extend the project end date for CIP 812221 Safe & Secure Election Administration to 6/30/2021 be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)
18. Recommending that the request from the City Clerk to apply for a grant of up to \$10,000 from the NH State Library Conservation Plate Grant Program be approved.
(Unanimous vote with the exception of Alderman Porter who was absent)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

19. Recommending that the request from the HR Director to include the most recent NH legislative updates as part of the city's health insurance program be approved.
(Unanimous vote)
21. Recommending that the request from the Public Works Director to reclassify an Equipment Operator II to an Equipment Operator IV and update class specifications for Equipment Operator II, III, IV and V be approved.
(Unanimous vote)
22. Recommending that the request from the Water Works Director to:
- Eliminate one (1) vacant Civil Engineer II, grade 21
 - Add one (1) Civil Engineer III, grade 22
 - Revise class specifications for Civil Engineer and Civil Engineer III
- be approved.
(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

24. Recommending that the following traffic regulations be approved:
- STOP SIGN**
On Coral Avenue at Arizona Street (NWC)
Alderman Cavanaugh
- NO PARKING ANYTIME**
On Union Street, west side, from Central Street to a point 40 feet north
Alderman Sapienza
On Frontage Road, both sides, from a point 290 feet east of Ross Avenue to a point 500 feet east
Alderman Shaw
On Beech Street, west side, from Blodget Street to a point 145 feet north
On Beech Street, west side, from Bridge Street to a point 195 feet north
Alderman Stewart
- 15 MINUTE PARKING 8 AM-11 PM**
On Union Street, west side, from a point 40 feet north of Central Street to a point 30 feet north
Alderman Sapienza
- RESCIND 15 MINUTE PARKING 8 AM-11 PM**
On Union Street, west side, from Laurel Southback Street to Central Street

(ORD7470)

Alderman Sapienza

RESCIND NO PARKING ANYTIME

On Taylor Street, east side, from a point 130 feet south of Valley Street to a point 50 feet south (ORD8903)

Alderman Terrio

On Beech Street, west side, from Blodget Street to a point 60 feet northerly (ORD2629)

Alderman Stewart

(Unanimous vote)

25. Advising that the request from Penuche's Music Hall for extended outdoor patio seating on Lowell Street was approved.
(Unanimous vote)
26. Advising that the request from Buba Noodle Bar for extended outdoor patio seating on Lowell Street was approved.
(Unanimous vote)
27. Advising that the request from Stark Mill Brewery for permission to place tables on the city green space adjacent to their property and use the public parking lot on the west side under the Amoskeag Bridge every Monday through Saturday from 11 a.m. to 10 p.m. and Sunday from 11 a.m. to 6 p.m. through October 2021 was approved.
(Unanimous vote)

SPECIAL COMMITTEE ON SOLID WASTE ACTIVITIES

28. Recommending that the city exercise its fourth and final option under the original agreement with Waste Management of NH, Inc. for an additional five year term beginning July 1, 2021.
(Unanimous vote with the exception of Alderman Hirschmann who was absent)
29. Advising that they support the reallocation of funds from CIP 713320 for modifications to the Drop-Off Facility.
(Unanimous vote with the exception of Alderman Hirschmann who was absent)

*HAVING READ THE CONSENT AGENDA, **ALDERMAN LONG** MOVED THAT THE CONSENT AGENDA BE APPROVED. **ALDERMAN SHAW** DULY SECONDED THE MOTION. MAYOR CRAIG CALLED FOR A VOTE. THE MOTION CARRIED ON A UNANIMOUS ROLL CALL VOTE.*

REPORTS OF COMMITTEES

COMMITTEE ON HUMAN RESOURCES/INSURANCE

- 20.** Recommending that the request from the Police Chief to increase the hourly rate of pay for reserve officers from \$23.09 to \$26.22 be approved.
(Unanimous vote)

Alderman Barry stated I want to thank Chief Aldenberg for sending the email today to let us know exactly the history of the reserve officers going back to 2007. I am hoping that he can explain to the public where the money comes from to pay the reserve officers. I want to make sure that the public knows they aren't getting a hefty pay raise and that they haven't received a pay raise for quite a few years. This is also self-funded. Could we have the Chief give us an explanation of how it works?

Allen Aldenberg, Police Chief, stated I have 30 reserve officers currently in my complement and 22 assigned. The critical piece about the reserve officers is they do a lot for the agency behind the scenes. They are all retired Manchester Police Officers. We try to hold on to their experience and knowledge in helping us out where they can to supplement the full-time force. They do anything from background investigations, grand jury subpoenas, drug take back, and gun permits. One is a school resource officer down at MST. They also do many other administrative duties within all of the divisions. As you mentioned alderman, this is a self-funded account funded through the details that the reserve officers are required to work. They are required to work 48 hours a year in details at a minimum but they all average over 400 hours a year. The fund, like I said, is self-funded. They haven't had a raise in 14 years. The program has been around since

2007 and has been very successful. The account is very sustainable. Again, if we took one year of giving them a \$3.13/hour raise and they worked the minimum detail hours, it averages out to about \$300 a year that they would be looking at additionally in pay. I hope that clarifies it. I am trying to retain as many reserve officers as I can and attract many more upon retirement. Does anyone have any questions?

Alderman Long asked do you think this number will bump you up to get the complement that you are looking for.

Chief Aldenberg answered that all depends on retirements. The majority of the officers that retire do choose to stay on as a reserve officer so we usually fluctuate between 22 and 27. I think it would help us to maintain the program and sustain it over time.

Alderman Cavanaugh stated I am not trying to combine the two but the reserve officers is a good program and I am all for this but just to explain it how many are you down in your full-time complement.

Chief Aldenberg replied I am currently down 14.

Alderman Cavanaugh stated at least these reserve officers help you on the back end although you are fighting a negative on both ends. We really have to keep an eye on that as a Board because we have to keep these numbers up.

Chief Aldenberg responded that is the plan.

Alderman Barry moved to accept the report and adopt its recommendation. Alderman Shaw duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

- 23.** Recommending that the request from the HR Director for an educational repayment pilot program effective in FY2022 using partial funding from the tuition reimbursement program be approved.
(Unanimous vote)

Alderman Stewart stated I want to make a correction on this item. There was a clerical error. The educational repayment pilot program that was approved by the HR Committee for FY22 does not require partial funding from the tuition reimbursement program. We only approved the program itself in the hope that it will be funded in the FY22 budget given the high likelihood of being a great benefit for future and current employees. I just want to reiterate that there is no funding for this. We are just recommending approval of the program itself.

Alderman Stewart moved to accept the report as amended. Alderman Cavanaugh duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

REGULAR BUSINESS

- 30.** Nomination(s) to be presented by Mayor Craig, if available.

Mayor Craig stated pursuant to Section 3.14(b) of the City Charter, please find below the following nominations which will layover to the next meeting of the Board pursuant to Rule 20.

Airport Authority

Sharon Carson to succeed herself, term to expire March 1, 2024
Eddie Leon to succeed himself, term to expire March 1, 2024

Mayor Craig stated I believe Alderman Stewart has a nomination as well.

Alderman Stewart nominated Andrew Boyle as a member of the Conduct Board. I would be happy to send a resume out to the Board tomorrow. This nomination will layover to the next Board meeting.

31. Communication from Michael Porter resigning as Alderman of Ward 8 effective April 8, 2021.

Alderman Roy moved to accept the resignation with regret. Alderman Long duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous vote with the exception of Alderman Levasseur who voted nay.

Mayor Craig asked Matt did you want to talk about the election for this vacant position.

Matthew Normand, City Clerk, stated as the Board knows, the Charter requires that you shall call a special election to fill that vacancy. The Charter, however, does not outline a timeframe in which that election must be held and there is no requirement to hold both a primary and a general. I know the Board recently voted to hold that primary and general for the Ward 6 vacancy. However, it is not required. In 2009, the Board filled former Alderman Kelleigh Murphy's seat in a single top vote getter election. In 2015, they voted to fill former Alderman Ed Osborne's seat in a top vote getter election and again in 2017 with former Alderman Nick Pappas' seat. There is certainly a precedent for having just one winner take all election if the Board so desires. I did send an email to the Board outlining options to fill that vacancy. It is up to the Board as to how they want to proceed.

Alderman Shaw stated I think that the top vote getter election would be much more expedient and efficient. The Ward 6 election had something like 219 people vote in the primary and it cost an exorbitant amount of money. I think it would be good if we could do the election with expediency and have it in the beginning of September. I agree with what you sent us in the email.

Alderman Long moved to have the election on June 29. I know it is \$5,000 but my understanding is there is a grant that would cover that amount. Matt, do you want to weigh in on that?

City Clerk Normand responded we received a grant early last fall to assist us in getting through the elections. We asked for an extension and there is some money left over. That grant expires on June 30 so I believe it could be used to cover that election if that is the direction the Board wants to take.

Alderman Long stated in my opinion, the sooner we get somebody, the better for the residents and that would be the earliest. So as of July 1 there would be an alderman in Ward 8.

Alderman Levasseur duly seconded the motion.

Alderman Barry asked am I correct Matt that if we follow the suggestion that Alderman Long brought up it would be just one election with no primary.

City Clerk Normand answered yes. As I understand it, his intent is to just have one election on June 29. It is up to the Board as to how you want to proceed with the filing period. I recommended that you could do it much like the state statute that covers the charter commissioners now. You could do an abbreviated filing period. We could open it as early as tomorrow and run it through Friday of next week which would be 10 days versus the 14 days that we have in July for the municipal election. If the Board is inclined to get this done as quickly as possible to get that seat filled, my recommendation would be to authorize me to open up a filing period tomorrow as well as ordering the special election on June 29. We will obviously advertise it on the website immediately and I will reach out to the local newspapers to make sure we get the word out. That filing

period would run for the rest of this week and all of next week and close next Friday at 5 PM.

Alderman Barry asked so the Clerk's Office would be all set as far as the rules you have to follow in regards to absentee ballots also?

City Clerk Normand replied if the Board agrees with starting the filing period tomorrow, we could probably have ballots within two weeks of the next Friday and that would allow about 40-45 days for absentee voters to participate. One final thing is part of the motion should include the hours of election. I think we have traditionally been keeping that consistent. Polls open at 6 AM and close at 7 PM. We can do that for the special election on June 29.

Alderman Long moved to amend his motion to include beginning the filing period on 4/21 through 4/30 and to set the polling hours from 6 AM to 7 PM. Alderman Levasseur duly seconded the amended motion.

Alderman Shaw stated that is the proposal I was talking about also. I just had the wrong date. I agree with that.

Alderman Cavanaugh asked Matt the recommendation that you made regarding having the special election on primary day in September, that would save the City the most money correct. That would be \$1,900 and it would coincide with the primary election in Ward 6 correct?

City Clerk Normand answered yes. If the Board wanted to hold the election on 9/21 which coincides with the regular municipal primary, there is a savings there because we are already paying the same election officials to be at the polls on that day. That would create a cost savings and turnout would be a little bit better for sure. We are talking

about a stand-alone election in the middle of summer versus a September election where people are expecting to turn out to vote. Again, this is a Board decision.

Alderman Cavanaugh asked so when you talk about the turnout, what was the percentage of the turnout we had in the special primary we just had for Ward 6 compared to what it normally is in September.

City Clerk Normand responded we had 216 people vote at the March special primary election out of about 6,200 that are on the checklist. You had a 3% turnout. During a typical municipal primary, you are probably around 18-20% and in the general election it depends on the races on the ballot but you should be around 30%. Obviously people are used to voting in September and November and not so much on off times. It really comes down to whether the Board wants this seat filled sooner rather than later.

Alderman Cavanaugh replied but I think we also have to look at...in coaching Little League we have to get the season wrapped up by July 4th because we know no one is going to be around. I think if we are looking at a voter turnout of 3% when kids are still in school and I know that Covid might have played a role in this past election but looking at June and July I would be surprised if we had a 2% turnout. I would just like to keep it in line with when voters are accustomed to voting and let's have it on the primary date and save the City some money also.

Alderman Roy stated I agree with Alderman Cavanaugh. Having only 3% of the people in the ward vote isn't realistic.

Alderman Long stated historically we have had 3%. My idea is to give Ward 8 someone they can call and to have their own alderman. I can guess at how many people will turn out and try to pick out the best day for the highest turnout but in the meantime you have Ward 8 people calling the at-large aldermen or not calling anybody. In my mind, the

quicker we get someone in that seat the better for the residents. Matt, how much money is left in that grant? Do you have \$5,000?

City Clerk Normand answered there is a balance of about \$12,000. It was a \$65,000 grant.

Alderman Long stated so the cost isn't the issue at all. It is just a matter of turnout. I am saying that I am not going to guess at the turnout. Everybody has an opportunity to vote absentee. It is their alderman and somebody they will have on July 1. That is where I am going with this.

Mayor Craig asked Matt do you have those funds allocated already or are they available funds. If there is money available for this election in June, would you be able to mail something to every registered voter to notify them that there is an election on this date?

City Clerk Normand replied I am sure we could come up with something but that is not something we have ever done as far as sending notification to all voters that there is an election.

Mayor Craig stated if we are concerned about turnout and we have grant funds that are going to be turned back, it is just a thought.

Alderman Roy asked Matt what was the grant for.

City Clerk Normand answered it was a grant that we applied for that assisted during Covid for the security and efficiency of the elections. The grantor allowed the use of the grant for the September and November elections. As I said, I asked the CIP Committee to apply for an extension which we did and we received the extension through June 30. We were anticipating trying to improve some of the election equipment but obviously this would take precedent over any wish list items we may have.

Alderman Roy asked so that \$12,000 could be used to improve the elections in other areas.

City Clerk Normand responded as long as it is for election related expenses that is correct.

Alderman Roy stated in that light, we would be saving the City some money and be able to use it someplace else. If we wait until the September election, we would also have a higher turnout.

Alderman Shaw stated I know that Ward 8 is an extremely active ward. I believe that the people will turnout. I know that they are anxious to have representation. If you go to the Ward 8 Facebook page, I have people calling me and saying we need to get an alderman. I know it is a very politically active ward. I don't think it is going to matter and I think the faster we do it, the better off the residents will be in that ward. There are a lot of things that go on there.

Alderman Long asked Matt was there something else you were going to use this money for prior to June with respect to the elections.

City Clerk Normand answered since we don't have a huge election budget, especially after what we just went through in the last cycle, that is money that we were talking about to buy additional booths for some of the wards. As you probably saw went you went to vote, there were some tri-folds that sit on table tops. Those are not preferred but that is what we have to use and they are legal under state law. We were trying to move those out and get some replacement booths. That was what we were intending to use the money for.

Alderman Long asked what is the cost.

City Clerk Normand replied they are about \$1,000 per four unit booth. Those are the stand-ups that you see in Ward 3 when you go in.

Alderman Long asked so you were looking to spend the \$12,000 on booths.

City Clerk Normand responded yes. I certainly did not intent to send the money back without trying to utilize it here in Manchester. I would just note that I am not pushing back on the mailer to the voters but typically that is something that the candidates do to get the word out. I just did the rough math and it would cost about \$3,300 to do a mailer to the ward voters. I am certainly willing to promote it as best we can and hope the candidates help participate in that.

Mayor Craig stated it was just a thought if people were worried about turnout. Do you want to read the motion on the floor?

City Clerk Normand stated the motion would be to direct the City Clerk to open the filing period on Wednesday, April 21 through Friday, April 20 for a June 29, 2021 special top vote getter municipal election to fill the Ward 8 alderman vacancy and set the polling hours from 6 AM until 7 PM.

***Mayor Craig** called for a vote. Aldermen Cavanaugh, Stewart, Roy, Sapienza, Terrio and Gamache voted nay. Aldermen Long, Levasseur, Shaw and Barry voted yea. The motion failed.*

***Alderman Cavanaugh** moved to order a winner-take-all special election for the Ward 8 alderman vacancy on September 21, 2021 with the filing period to coincide with the filing period for the regular municipal primary election and with the same polling hours.*

***Alderman Roy** duly seconded the motion.*

City Clerk Normand stated in that case we will time the filing period to coincide with the current filing period so there won't be two filing periods. Candidates that want to file for that Ward 8 seat will do it at the same time as the filing period set by charter for the primary. It will be the same filing period in July which I believe is July 12 through the July 23.

Alderman Long asked how many ballots are the Ward 8 residents going to get in September. There is going to be the primary and the Charter Commission and a ballot for the special election correct?

City Clerk Normand answered the question on the Charter Commission is just "shall the City establish a Charter Commission." That will be a question on the main ballot. I believe we can differentiate between the two positions for Ward 8 alderman but at worst case there would be two ballots. If I need a second ballot because of state law for that special election, then there would be two ballots. If I can figure out a way with the Solicitor's Office to get it all on the same ballot, there will be just one.

Alderman Long stated so there is a potential for just two ballots then. I think that is fine. So this person would start in October?

City Clerk Normand replied this person would be sworn in immediately on September 22 assuming there is no recount.

Alderman Roy stated I just want to make sure that it is a top vote getter election and the person will be sworn in directly after.

Alderman Levasseur asked why wouldn't this election be held on the same day as the primary. Isn't the primary on 9/7?

City Clerk Normand answered it is 9/21. It is the third Tuesday for municipal elections.

Alderman Levasseur asked so the primary for everybody in on 9/21.

City Clerk Normand responded correct.

Alderman Levasseur asked why is it the third Tuesday and not the second. I always thought it was the second.

City Clerk Normand replied it is a municipal election and it is in your Charter. The general election is the first Tuesday in November.

Alderman Levasseur asked didn't we do this when Alderman Moreau was elected. She won in September and then there was another election in November?

City Clerk Normand responded we did it with former Alderman Murphy's vacated seat. Patrick Arnold was on two ballots. He filled the remainder of Kelleigh Murphy's term and then he won the election for the ensuing term.

Alderman Shaw asked so they are not going to have an alderman until September now correct and whoever wins in September becomes the candidate that goes on the November ballot.

Mayor Craig answered no not necessarily.

City Clerk Normand stated if you were going to file to run in Ward 8 to fill this vacancy and then you wanted to run for the next full term, you would be on two ballots. The person that runs to fill this vacancy will just serve out the remainder of the term that Alderman Porter was serving. They would be sworn in immediately after the election as long as there is no recount.

Alderman Terrio asked so there will be two ballots on that day. One for the winner who will be the alderman and one for the regular primary election?

City Clerk Normand replied correct. If we can legally do it on one ballot we will do that but if not, at worst case it will be two ballots – one for the remainder of this term and one for the next term.

Alderman Long asked what is the added cost for that.

Alderman Roy answered \$1,900.

City Clerk Normand stated yes it is about \$1,900 and that is assuming we have to have two ballots.

***Mayor Craig** called for a vote on the motion to direct the City Clerk to hold a winner-take-all special election on September 21, 2021 to fill the Ward 8 aldermanic vacancy with the polling hours and filing period to coincide with the regular municipal primary election. Alderman Cavanaugh, Stewart, Roy, Sapienza, Levasseur, Terrio, Barry and Gamache voted yea. Aldermen Long and Shaw voted nay. The motion carried.*

Mayor Craig stated I want to publically thank Alderman Porter for all he did on the Board.

- 32.** Confirmation(s):
Manchester Transit Authority
Alexandra Horton to succeed herself, term to expire May 1, 2026

***Alderman Long** moved to confirm the nomination as presented. **Alderman Cavanaugh** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

33. Communication from Aldermen Long regarding the recommendations from the School Charter Commission.

(Note: The final report from the School Charter Commission can be found at <https://www.manchesternh.gov/Departments/City-Clerk/School-District-Charter-Commission>)

Alderman Long moved to table. Alderman Roy duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

34. Budget projections to be submitted by Sharon Wickens, Finance Officer, if available.

Sharon Wickens, Finance Officer, stated the FY21 general fund expenditure and revenue forecast as of April 20, 2021 based on department head estimates has a projected general fund operating surplus of \$2,820,000. The operating surplus is comprised of a revenue deficit of \$1,154,000 and expenditure surplus of \$3,024,000 and American Rescue Plan aid of \$950,000. While there has been little guidance issued as to the use of ARPA aid that the City expects to receive in May, there has been some guidance released in regards to revenue. Eligible uses include revenue replacement for the provision of government services to the extent the reduction in revenue was due to the COVID-19 public health emergency relative to revenue collected in the most recent fiscal year prior to the emergency. What this means is if we have a revenue that is lagging what we collected in FY19 prior to the COVID-19 health emergency, we can restore revenues up to that FY19 level. If you look at page two of the report, you can see I have a column of ARPA aid. To try to simplify it a little bit, if you look at Planning & Community Development, the permitting is lagging right now anywhere from \$500,000 to \$700,000. We are entering the high construction season so this could turn around a little bit but what was projected for revenues in 2019 is very similar to what was projected for the FY21 budget. We collected the revenues in 2019 so we can restore the revenues for Planning & Community Development up to what we collected in FY19. That is what I have done for some of the bigger items. In the Finance Department, we all know that Parking revenues were

lagging as well as interest income. So some of that money can be restored. We don't want to restore it over what we budgeted in FY21 but we want to restore it to budget. The forecasted surplus also includes \$500,000 in debt service savings and \$525,000 from the contingency account. There were 36 retirements through April 19, 2021 compared with 28 at this same time a year ago. Severance paid through April 19 amounts to \$1,637,792 compared to \$1,145,214 a year ago. The severance reserve account has a balance of \$432,549. I would add that with the retirements we are aware of between now and the end of the year we expect that we will deplete the severance account by about \$63,500 and that is part of the budget projection. Does anyone have any questions?

Alderman Sapienza stated I assume everything you just told us includes the money we are spending on yard waste pick-up that we voted on at the last meeting.

Ms. Wickens responded correct. You will see that the contingency account has been reduced for that purpose.

Alderman Sapienza stated actually I thought they had the funds and it wasn't coming out of contingency.

Ms. Wickens replied some of the money was coming out of contingency. It was \$152,950.

Alderman Sapienza stated that is not the way I remember it but okay.

Alderman Long stated I believe the \$152,950 was for FY22. Is that correct?

Mayor Craig answered yes. They covered the rest of this fiscal year in their budget and we took money out contingency to pay the difference for FY22 so we could get the 5% discount.

Alderman Long asked Sharon just to be clear on the revenue shortfall, that money is going into the general fund and that is part of your surplus report.

Ms. Wickens responded I assume the money will be coming in and accepted into a project...

Alderman Long interjected no I am talking about the revenue shortfalls in Parking and Planning & Community Development. When the money comes in, you can supplant your general fund with it?

Ms. Wickens stated I would imagine that once we close the books, if indeed those line items are below the FY19 level and below what we budgeted for FY21 we could supplement them with this aid. Obviously if Planning & Community Development has a wonderful spring and heading into summer we may not have to give them any money because they would have collected it. If they don't, we can supplement it up to FY19 levels. We wouldn't do that until we close the books though.

Alderman Long asked is there anything else that you are looking at where the revenue might be short. For example, we lost 16 workers at DPW in the FY21 budget because of revenue. I don't know if that was tied into FY19. Do you understand what I am getting at?

Ms. Wickens replied if we are collecting above FY19 levels but below what we budgeted in FY21, this money can't be used for that. It can only bring it up to FY19 levels. That can be done in this budget that we are in now or FY22. Obviously this money won't be there for FY23 but it is reasonable to assume that by FY23 we will be at least back to FY19 levels and Covid would be far enough behind us where we are back on track.

Alderman Long stated so we have until December 2024 to expend this money.

Ms. Wickens responded yes and this is just the peak of that. There are other things that this money can be used for.

Alderman Long asked so what you are telling me is my scenario doesn't work. The fact that we lost 16 workers at a cost of \$600,000+ because we were short on revenues and didn't put that in the budget that can be realized...

Ms. Wickens interjected no because we were trying to reduce expenditures. That is salaries.

Alderman Long responded because we didn't have the revenue.

Ms. Wickens stated even if we had the revenue to where we were budgeted, we still would have had to go above and beyond.

Mayor Craig stated I think the one thing to keep in mind is this is one-time money and if we are going to hire people it would be for a temporary position with these one-time funds and we don't even know if we can do that. What we do know is we can make-up for revenue shortfalls.

Alderman Long stated they have a hiring clause in there as long as you pay somebody \$13/hour up to \$25,000. Again, with grant funding we hire people and let them go after the grant if we don't want to keep them. I am saying we have to think like that.

Mayor Craig stated we need the guidelines first.

Alderman Long stated I am thinking revenue and I just want to plant the seed that we shorted DPW 16 workers in this past budget. I understand what you are saying Sharon but I think we can be creative and there are also waivers we can request.

Alderman Cavanaugh asked so the guidelines we have received so far are just for revenue correct. Any overtime we had from Fire, Police or Health during this whole pandemic we don't have the guidelines on yet?

Ms. Wickens answered on the expenditure side, no. There have been no guidelines released yet. We expect them soon.

Alderman Cavanaugh asked so with the revenue side of it, we can only go to the budget we had in FY19. If you look at the spike we had and how the rebound has been, if we could take more money and say hey we could have had a banner year and been 20% over the revenue projections, if we say we want that money would we be penalized with the tax cap the next year?

Ms. Wickens replied if you are restoring revenues back to FY19 levels, I don't think you have a problem because you would be restoring it again next year. You are budgeting conservatively and it isn't like you are budgeting way out of whack. You are only going to FY19 levels and hopefully by FY23 once we stop getting this money we are indeed at FY19 levels. They are not giving you money to inflate your revenues unreasonably. It is reasonable to assume that by FY23 we would be at where we were before Covid. That is what we are saying.

Alderman Cavanaugh stated I am not saying inflate it but if you look at the cost of construction materials or food or things that have gone up because of the pandemic, some of the increases have gone up 25% to 40%. Would that hurt us if we did that the following year with the tax cap? Would the wording of the tax cap say now it is going to reduce it down because it went up? This tax cap with revenue and expenditures in my opinion handcuffs us to do what is good for the City. We see revenues increasing but we can't even grab that with the tax cap restrictions. I would like to see the potential of what our revenues could have been and capture that. I think there is a potential for us to lose a lot. The City is going to have a lot of costs related to this pandemic and when we have

federal money coming in we should try to capture that and not let this restrictive tax cap tie our hands.

Mayor Craig stated just to clarify; the tax cap is based on property taxes and revenues. These revenues are different. With the guidelines that we have, with the revenue losses on the sheet you have for Parking or building permits or interest income, we can only go up to where we were in FY19. Those are the guidelines we have right now.

Alderman Sapienza stated I think Alderman Cavanaugh is exactly right. It is not so much the tax cap that is holding us back but the spending cap. When we do have banner years with revenue, we are not supposed to use the revenue without an override. Alderman Cavanaugh is absolutely right.

Alderman Long stated Alderman Cavanaugh brings up a good point. So we have a revenue cap and you are saying we are allowed to fill in up to FY19 levels. Our FY20 revenue was low so is there a point where we will be going over the revenue cap. FY21 will show us revenue. It is not going to be the best case scenario revenue because we are still struggling. FY19 revenues, if we put those into the general fund to replace what we lost, is there a point where it gets to be too much and we are over the 1.87%?

Ms. Wickens replied obviously that can happen and it happened last year to the school district but if you look at the projections now, we are using \$950,000 of this aid which is not a lot of money. To bring us to FY19 levels, we are not looking at a lot of money. We are almost at FY19 levels now. I wish that we could use more money but we are actually doing better than I would have thought.

Mayor Craig stated and that amount may decrease as the months go on.

Ms. Wickens stated that is exactly correct.

Alderman Long asked so you don't see an issue where we will be going over the 1.87% on the revenue side.

Ms. Wickens answered you can't spend more so unless we had a windfall of money to be used other than what I am using it for now which is revenues...I would have to wait until the guidance comes out to look at it and how it affects everything.

Alderman Long asked just on revenue we are not about to go over 1.87% in your opinion.

Ms. Wickens responded unless somebody is projecting a shortfall that I am not aware of and I haven't seen, to be honest with you this looks pretty good. I only see that \$950,000 going down. I don't see us using more aid than that.

Mayor Craig stated I know there has been conversation about money going to the general fund but just as a reminder, unless there is a different vote when there is surplus it is divided into three things – 1/3 to the tax rate, 1/3 into the severance account and 1/3 into the one-time account.

Alderman Long stated so this money that we are putting in as revenue is considered surplus. So this ARPA money that is going into revenue will be split three ways?

Ms. Wickens answered yes because revenues are lagging and this is supplementing the revenue. If revenues were not lagging, there would be no need for the money.

Alderman Long asked so the ARPA funding will be split three ways because it is surplus.

Ms. Wickens responded the total amount of surplus would be split three ways.

Alderman Roy moved to recess the meeting to allow the Committee on Finance to meet. Alderman Cavanaugh duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

Mayor Craig called the meeting back to order.

37. Report(s) of the Committee on Finance, if available.

The Committee on Finance respectfully recommends, after due and careful consideration, that Resolutions:

"Amending the FY2019, FY2020 and FY021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty-One Dollars and Six Cents (\$13,581.06) for the FY2021 CIP 411421 Radiological Emergency Preparedness."

"Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First."

"Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives."

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed."

"Continuation of the Central Business Service District."

"Authorizing the Finance Officer to Make Certain Budgetary Closings for the Fiscal Year 2021."

ought to pass and be enrolled.

***Alderman Roy** moved to accept the report and adopt its recommendation. **Alderman Barry** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

The Committee on Finance respectfully recommends, after due and careful consideration, that Bond Resolutions:

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

ought to pass and layover.

***Alderman Roy** moved to waive the reading accept the report and adopt its recommendation. **Alderman Cavanaugh** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

The Committee on Finance respectfully recommends, after due and careful consideration, that Budget Resolutions:

"Appropriating to the Parking Fund the sum of \$5,573,711 from parking revenues for the Fiscal Year 2022."

"Appropriating the sum of \$14,646,150 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2022."

“Appropriating to the Manchester Airport Authority the sum of \$35,403,184 from Special Airport Revenue Funds for the Fiscal Year 2022.”

“Appropriating to the Manchester Transit Authority the sum of \$1,373,420 for the Fiscal Year 2022.”

“Appropriating to the Manchester School District the sum of \$173,111,686 for the Fiscal Year 2022.”

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2022 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,819,971 from School Food and Nutrition Services Revenues for the Fiscal Year 2022.”

"Raising Monies and Making Appropriations of \$161,873,287 for the Fiscal Year 2022.”

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2022.”

"Resolution ‘Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.”

ought to pass and layover.

Alderman Roy moved to waive the reading by titles only and accept the report.

Alderman Shaw duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

38. Report(s) of the Committee on Administration/Information Systems, if available.

There were no reports.

39. Report(s) of the Committee on Lands and Buildings, if available.

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that two city owned parcels located on Mooresville Road (Tax Map 856, Lots 3A and 3B) be deemed surplus to city needs and that the Tax Collector be directed to negotiate sale of said parcels to Mr. Gerald Giovagnoli.

Alderman Levasseur moved to accept the report and adopt its recommendation.

Alderman Long duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the city accept the offer from Torrington Properties in the amount of \$1.65 million for the purchase of 38+ acres on Wellington Hill and authorize the Mayor to execute any related documents for the transfer of the property subject to the review and approval of the City Solicitor.

The Committee further recommends that the Solicitor be directed to present any ordinances necessary to finalize the transfer of the property.

Alderman Roy moved to accept the report and adopt its recommendation. Alderman Cavanaugh duly seconded the motion.

Alderman Long asked so this is authorizing the Mayor to sign the letter of intent only.

City Clerk Normand answered yes. I believe the discussion in the committee was regarding the P&S but the only thing you are doing now is authorizing the Mayor to sign the letter of intent and execute any related documents for the sale of this property.

Alderman Stewart stated I appreciate and understand that this motion tonight is only to direct you to authorize the LOI and enable you to bring back a purchase and sales agreement via the Solicitor before ultimate approval. I spoke about this about a year ago and I just want to remind everyone that this is a big concern of mine. It is in Ward 2 and my concern is going forward I want to make sure that any new development that goes into the Wellington Hill neighborhood, and if you are not familiar with it it is right near Exit 8 near the Dartmouth Hitchcock Clinic. It is the biggest neighborhood in the City that I am aware of that only has one means of egress for more than 1,000 homes, a Dartmouth Hitchcock Clinic that is doubling in size and a gas station that was recently approved by the Planning Board but not yet built. I have serious safety concerns about

adding any type of new traffic to this one intersection. It potentially could be shut down if there was an accident which would trap people inside the neighborhood without any way to get in or go out. I am hoping that when the P&S comes back we can work with the developer to get a second means of egress out of the neighborhood if any type of development goes forward. Thank you for allowing me to share that.

City Clerk Normand stated I want to clarify that this report is recommending that the Mayor be authorized to execute all of the documents to convey the property. What I am hearing is you want to amend this report to bring the P&S back to the Board for further discussion?

Alderman Long answered yes.

Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that it is in the best interest of the city to sell property located at 2 Bethel Court (Tax Map 6, Lot 3A) directly to Cory Hill with the following covenants and use restrictions:

1. The Grantee, heirs, successors, and assigns covenant that all lessees and legal tenants occupying the dwelling units shall be individuals whose combined rental and utility costs or the combined mortgage-loan debt services, property taxes, and required insurance do not exceed 30% of the gross income of persons with an annual household income that does not exceed 80% of Area Median Income, as defined by the United States Department of Housing and Urban Development.
2. These covenants and use restrictions shall remain in full force and effect for 20 years from the date certificate of occupancy is issued for the described premises.
3. Any breach of these covenants and use restrictions by the Grantee or its successors shall vest the Grantor with a right of reversion to be enforced by the petition in the Hillsborough County Superior Court Northern District or other Court of competent jurisdiction.

Alderman Levasseur moved to accept the report and adopt its recommendations.

Alderman Shaw duly seconded the motion.

Alderman Roy asked did I hear how much this person is going to pay.

City Clerk Normand replied it is attached to the report. It is \$135,000.

Alderman Sapienza stated we just heard quite a bit of language that has to do with affordable housing and workforce housing but as we stated in the committee meeting, there is no department in charge of enforcing that and there is no department with any mechanisms to enforce that. So we are going to put that in the contract for 20 years and nobody is going to look at it again and we are not going to know who is living there or if it is affordable housing. What is the plan for that?

Mayor Craig answered we do that with HUD funding as well and Planning & Community Development, when they provide funding, have the same requirements. I think this fits nicely.

Alderman Sapienza responded no it is not the same requirements. That is HUD money and there are HUD requirements on it.

Mayor Craig stated it is very similar.

Alderman Sapienza stated this is just some feel good language in a contract and the Planning Board doesn't have the HUD regulations behind them to enforce these restrictions so to suggest that it is the same, I have to disagree. In committee it was pointed out that there is no mechanism to enforce this. That was pointed out by the City officials.

Mayor Craig asked can I have the Solicitor speak to that please.

Alderman Levasseur stated we can make it so it is part of the lease.

Mayor Craig stated it is in the deed.

Alderman Levasseur stated but we can make it so it is part of the lease also so when someone is reading the lease they will be able to see that language in there themselves.

Emily Rice, Solicitor, stated I was not at the committee meeting. It does say that there are covenants and restrictions which I presume means that they are going to be recorded as part of the transaction. I can't speak to who would enforce these in the event that we received information that they are not abiding by them.

Mayor Craig stated it is very similar to when the Planning Department issues CIP dollars that have to go toward a certain clientele in the City of Manchester. We have processes in place to do this. It is certainly not feel good. This is one opportunity. It is a City-owned property and we are selling it. We have an opportunity to make sure that we are providing affordable housing units. We can't do that when it is a private development and they are buying a building or building on their own land but when we are selling a building, we do have an opportunity to do that and that is what we are doing here.

Alderman Levasseur stated we can add an amendment to the report to state that all leases will contain the exact language on the front page. That way anybody reading the lease will see it and they will know whether or not they are abiding by it or at least they will know what the rules are. If the language is on the lease on the front page regarding the restrictions, that should protect the City and if there are any violations it should be reported to the Solicitor's Office. They are the ones that would be dealing with it anyway.

Alderman Long duly seconded the amendment.

Solicitor Rice stated if the covenants are breached then I think we would have a right of reversion. I think that the alderman's question was who would investigate that and if we found out there was a breach...

Alderman Levasseur interjected I didn't say it would be investigated. I am assuming that the person who wants to lease will know whether or not the requirements were not being met and they would self-report. I don't want the Solicitor going down there and knocking on the door every time there is a new tenant. I agree that you would never know that but if the language is in the lease, assuming they are going to read the lease before they sign it, it will say it in there. They will be responsible for that and figure it out. I am not expecting the Solicitor to be watching for every time somebody rents over there.

Solicitor Rice responded I apologize. I was referring to Alderman Sapienza's original question.

Alderman Roy stated we have had this discussion before about how this workforce housing or affordable housing isn't going to help the homeless situation that we have and now we are talking about putting it in there when we have no way to enforce it.

Mayor Craig replied that is not true.

Alderman Roy responded okay. You think that we do and I think that we don't. I have to believe that if we put this out to auction without all these covenants on there, we would get more money for the City. I can't agree with this.

Mayor Craig stated that is fine. Just to clarify, the need for affordable housing in the City of Manchester and in other communities throughout the state and the country are not just to meet the needs of individuals who are unsheltered. I think it is important to note too that in looking at the information we just got, this individual has waived all rights to

inspection and waived any time for due diligence and there is no need for financing. It is a cash deal that could happen in two weeks. This is a dilapidated building that abuts the Library that doesn't have any parking and no yard. I just wanted to make sure that the public and everyone on the Board knows that.

***Mayor Craig** called for a vote to accept the report as amended. Aldermen Cavanaugh, Stewart, Long, Levasseur, Terrio, Shaw, Barry, and Gamache voted yea. Aldermen Roy and Sapienza voted nay. The motion carried.*

40. Resolutions:

"Amending the FY2019, FY2020 and FY021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty-One Dollars and Six Cents (\$13,581.06) for the FY2021 CIP 411421 Radiological Emergency Preparedness."

"Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First."

"Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives."

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed."

"Continuation of the Central Business Service District."

"Authorizing the Finance Officer to Make Certain Budgetary Closings for the Fiscal Year 2021."

***Alderman Barry** moved to waive the reading by titles only. **Alderman Roy** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

***Alderman Roy** moved that the resolutions ought to pass and be enrolled. **Alderman Long** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

41. Ordinances:

"Amending Section 33.026 (Equipment Operator II) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Equipment Operator III) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Equipment Operator IV) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Equipment Operator V) of the Code of Ordinances of the City of Manchester."

"Amending Section 33.026 (Civil Engineer III) of the Code of Ordinances of the City of Manchester."

***Alderman Cavanaugh** moved to waive the reading by titles only and ordain. **Alderman Long** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

TABLED ITEMS

- 42. Confirmation(s) to be presented by Mayor Craig:**
Manchester Development Corporation Board of Directors
Danielle Fisher as a regular member, term to expire March 11, 2024
Stephen Grzywacz as a regular member, term to expire March 11, 2024
Alex Walker as a regular member, term to expire March 11, 2024
Michael Skelton as a regular member, term to expire March 11, 2024

***Alderman Roy** moved to remove the item from the table. **Alderman Long** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

Alderman Roy stated I want to thank Peter Chiesa for reaching out to me today and talking to me about the email he sent out. I am going to explain to you what I explained to him about why I was confused and the research I did because I was still confused after his email because I am not a lawyer. What I found out is this was actually the Greater Manchester Development Corporation that started back in 1965 as a non-profit. I believe at that time they were covered under RSA 292 but I could be wrong. In 1985 they submitted paperwork to the state to become a for-profit organization and they were covered by RSA 93. When they started this whole thing, not only did they include the surrounding towns but the individual who started this came from a surrounding town. They are governed by that state law so we really don't have any control over that. What they are doing here is putting a number of people on their board that they want to have from out of town and it is completely legal according to state law. My confusion rises from Page 51 of our red book where it says "Manchester Development Board of Directors" and right after it it says "Charter Section 3.11". That is something that should be removed because our Charter doesn't control it. That is why I looked at that section and it says you have to be a member of Manchester to be on the board and I was wrong.

Alderman Roy moved to confirm the nominations as presented. Alderman Barry duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

Mayor Craig stated I will draw your attention to the packet that you received tonight. In it you will find School Committee Member Beaudry's resignation letter so I would accept a motion with regret.

Alderman Roy moved to accept the resignation of Arthur Beaudry as the Ward 9 school committee member with regret. Alderman Cavanaugh duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.

Alderman Shaw stated I would like to nominate Ben Dion to fill the term vacated by Arthur Beaudry in Ward 9. Ben is a young father who is married and has a son named Lincoln. He has an education background and graduated from Keene State College. He has taught civics and economics and has a radio show and a straw event where he discussed politics and how politics affect civic duty and stuff like that. He is a graduate of local schools and a nice young man with a desire to serve the City. He chose to raise his family here because he loves the City and he wants to get involved. He ran for the School Charter Commission. He will be submitting a resume to the Board this week. I think he would do a great job on that Board and it would give him a chance to see what it is like to be involved in the political scene.

Mayor Craig stated from a process perspective, this nomination will layover to the next Board meeting.

***Alderman Roy** moved to close nominations. **Alderman Barry** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote with the exception of Alderman Levasseur who voted nay.*

Mayor Craig stated I wanted to publically thank School Committee Member Beaudry for his 42 years of services to the City of Manchester. He spent 20 years on the Board of School Committee, which is quite a feat. We wish him the best. I have some committee replacements. Alderman Barry will replace Alderman Porter on the Committee on Community Improvement and Alderman Stewart will replace Alderman Porter on Bills on Second Reading. Next, I would like to congratulate Fred McNeill who was selected as the American Public Works Association Professional Manager of the Year in Water Resources. There is one award done nationally and it was awarded to Fred. I just want to congratulate him and let him know that we appreciate all of his work. There are a few events I want to highlight. The Earth Day Community Clean-Up hosted by my office, Parks & Recreation and the School District will be this Saturday, 4/24 from 9 AM until 2 PM. You can pick-up gloves and bags and drop the trash and debris you pick-up at

Jewett Street School at 130 South Jewett Street, Northwest Elementary School at 300 Youville Street, Smyth Road at 245 Bruce Road or Beech Street School at 333 Beech Street. On the same day, the Friends of Stark Park and Manchester Moves are hosting Celebrate Trails Day. Kids between the ages of 4-16 have an opportunity to win a brand-new bike so I encourage folks to go by on Saturday at 9 AM. Lastly, also on Saturday from 10 AM-2 PM is Drug Take Back Day at the Police Station as well as at Elliot at River's Edge.

Alderman Long stated I just want to welcome Schonna Green, the Homelessness Director, to her first meeting. I would also like to congratulate the Board of School Committee on being chosen as NH's School Board of the Year.

Alderman Stewart stated in the spirit of Earth Day, I would like to mention that the Manchester Urban Ponds Restoration Program will be having several clean-ups in the coming weeks including starting this Saturday, 4/24 at 9 AM. We will be over at Black Brook over on Front Street and Dunbarton Road and on 5/1 at 9 AM we will be at Steven's Pond and the following Saturday, 5/8 at Nutt's Pond at 9 AM.

Alderman Cavanaugh stated I just want to touch base on 4/24. The Friends of Stark Park and Manchester Moves have done an incredible job out there at Stark Park. I encourage everyone to go there and check out what they have done. There are a group of volunteers who have been doing some incredible work. It was probably three years ago when my youngest son and I took our mountain bikes out on the Heritage Trail and we couldn't get through it because it was so overgrown with the thorn bushes and we had to turn around. It is great to see this natural resource right in the City. Also, I want to thank School Committee Member Beaudry for his service. I haven't spoken to him about this yet but he hit the nail on the head in the paper when he said people keep talking about leaving Manchester but he had 30+ offers on his house. People want to live here. There are groups in Manchester that are taking their own initiative to improve our parks and keep

the natural resources we have for families and our kids. I want to encourage everyone to go to Stark Park on 4/24.

*There being no further business, **Alderman Long** moved to adjourn. **Alderman Barry** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk

CITY OF MANCHESTER NATURAL RESOURCES INVENTORY

Prepared for:
Manchester Conservation Commission



**Jeffry N. Littleton
Moosewood Ecological LLC
Innovative Conservation Solutions for New England
PO Box 9—Chesterfield, NH 03443
jeff@moosewoodecological.com
(603) 831-1980**

CITY OF MANCHESTER NATURAL RESOURCES INVENTORY

Prepared for:
Manchester Conservation Commission

JEFFRY N. LITTLETON
Principal Ecologist
Moosewood Ecological LLC

LAURA DEMING
Wildlife Biologist
Moosewood Ecological LLC



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PO Box 9
Chesterfield, NH 03443
(603) 831-1980
Jeff@moosewoodecological.com
www.moosewoodecological.com

March 2021

Cover Photograph A view downstream along the Piscataquog River at the Piscataquog River Park. This park hosts numerous trails and a popular fishing area.

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INTRODUCTION

Population Growth and Development

New Hampshire's population growth was twofold that of the other New England states in the 1990s and early 2000s (NH Office of Energy and Planning 1998). There was a rise in population of 17.2% between 1990 and 2004 alone. However, recent trends have suggested that the rate of population growth in the Granite State seems to have slowed down overall.

According to Johnson (2019), New Hampshire experienced only 3% population growth from 2000 to 2018. This growth is fairly modest compared to the last four decades. This is mainly due to lower birth rates and lower net migration (people moving into the state versus moving out of the state). In fact, New Hampshire's recent population growth is mostly attributed to people moving to the Granite State from other states and countries. This seems appropriate since New Hampshire is an absolutely wonderful place to live and work for so many reasons.

In addition, it was estimated that New Hampshire would experience about a 9% increase in population growth from 2010-2040 (RLS Demographics, LLC 2016). However, this prediction may shift upwards in light of climate change and the current pandemic, among other factors, as people seek the less populated, rural and suburban settings our state has to offer. New Hampshire's development pressure, particularly in the southern half of the state, will tax the state's natural resources if not managed with diligence.

The City of Manchester's population in 2009 was 109,061 and 111,657 in 2018 (Open Data Network 2020). This City, also known as the Queen City, has experienced an average annual population growth of 0.26%. Furthermore, it has been projected to increase to 113,099 by 2023. While this projected growth might seem modest it can continue to impact Manchester's natural resources and limited open spaces if development is not managed in a proactive manner for conservative measures.

The bulk of population growth is in the southern half of the state; however, 75% of conservation lands are located in the northern regions. This entrusts towns in the southern half of New Hampshire with the responsibility of managing their natural

resources and biological diversity, and establishes citizens as stewards of the land, requiring the use of informed decision making to promote a more sustainable approach to land use planning.

Manchester faces challenges that are familiar to many communities in southern New Hampshire. The rate of residential and commercial development and growth in general has continued to increase, especially over the past three decades. Larger challenges not widely foreseen half a century ago are now in plain sight, as global climate change and invasive species have become new causes for concern. With the understanding that growth and change will occur, the City is faced with choices about directing growth and preservation so that a suitable balance can be achieved. Planning for the protection of natural resources and open space is a critical and positive step towards solutions to these challenges.

Natural Resource Inventory

One of the best first steps in planning for growth and development is to conduct a Natural Resources Inventory (NRI). An NRI is a list and description of the natural elements that are tied to geography within and adjacent to a town (or even a watershed or larger region). These can include such elements as wetlands, aquifers, ponds, rivers, forests, plants, soils, and wildlife. These data can be created from existing sources or from field-based assessments to better reflect the extent of natural resources within a community.

Time, money, and human resources are limited in the accomplishment of conservation and land stewardship. An NRI is a critical asset that will help Manchester to understand the location and quality of its natural resources and provides a solid objective basis for all conservation planning activities. An NRI is not only an important starting point for informing conservation decisions, it is also a core responsibility written into the enabling State legislation allowing for the existence and authority of conservation commissions. In conjunction with the conservation planning that it can inform, it can also provide a basis for public outreach, which can result in further support for land conservation, as well as land stewardship and mitigation.

New Hampshire statutes mandate that communities with a conservation commission shall create an NRI. This is generally the responsibility of the local Conservation Commission, whose purpose is “for the proper utilization and protection of natural resources and for the protection of watershed resources” of the town or city. In particular, RSA 36-A:2 continues to state, “Such commission shall conduct researches into its local land and water areas [and] ... shall keep an index of all open space and natural, aesthetic, or ecological areas within the city or town ... with the plan of obtaining information pertinent to the proper utilization of such areas, including lands owned by the state or lands owned by a town or city. It shall keep an index of all marshlands, swamps and all other wetlands in a like manner...”

An NRI can serve as the basis for developing innovative land use planning that can be adopted to help protect various resources, such as wetlands, wildlife habitats, and biological diversity. Biological diversity, or biodiversity, refers to the variety, variability, and complexity of life in all its forms and includes various ecological processes (for example, nutrient cycling, flooding, fires, wind events, and succession) that have helped to shape species over time.

Biodiversity includes various levels of ecological organization such as individual species and their genes that have evolved over time, as well as the many intricate plant and wildlife populations. It refers to even higher levels of organization including the assemblage of ecological communities¹ and even entire ecosystems, such as wetlands, woodlands, and rivers. Therefore, the concept of biodiversity engenders all levels of biological organization and the interactions of living organisms within their physical environments. At its heart, the understanding of the dynamics of biodiversity can lead to the development of protection strategies, helping to ensure a healthy environment for humans, as well as all other life forms.

This form of land use planning should not be a static directory but one that stays current with changes. It is a vision that should be based on the principles of conservation biology and that incorporates the current ecological structure of a given area (such as a

¹ An ecological community is a group of two or more populations of different species found in the same place. For example, this would include the wetland bird community of the Great Cohas Swamp wetland complex.

town, a watershed, or an entire region). Thus, conservation planning ideally strives to incorporate the socio-economic fabric of our world with that of the ecological structure. This effort can help build more sustainable and resilient New Hampshire communities far into the future as a result of implementing comprehensive land use planning that considers both our natural environment and built infrastructure.

Planning for the conservation of natural resources and biodiversity is not a new concept. It has helped in such efforts as the recovery of the American bald eagle; has assisted in building preserves and managing other lands for species of conservation concern, as well as our most common species; aided in the identification of biodiversity hot spots; and has helped to identify and protect critical wildlife habitats within our landscape. It has been a center piece for natural resources protection, restoration, and adaptive management for the past four decades.

The need for this type of informed land use planning is becoming more evident with the passing of time, however. Ecosystems and their constituents have long been susceptible to long-term degradation from overexploitation and misuse of natural resources. This has led to the recent loss of critical habitats as a result of sprawling residential and commercial developments. While the past few decades certainly have seen significant development and land conversion, there has been a concomitant rise in conservation planning efforts over the same time period, especially in New Hampshire.

Manchester recently published a draft of their latest Master Plan in 2020, providing a guide for the overall character and development of the Queen City. The Natural Resources chapter acknowledges the need for protection of its natural habitats. It continues to state that “In addition to increasing the value of adjacent properties, a network of green spaces connected by green corridors, greenways, and green streets will help protect and enhance the natural resources of the City including creeks, floodplains, existing trees, habitat areas, and wildlife corridors. Together, they form a ‘big picture green print’ that helps elected officials and partner agencies prioritize land acquisition and infrastructure projects” (Manchester Master Plan draft 2020).

In developing this chapter, the City identified the following basic objectives to meet its vision to support the stewardship of its natural resources.

- Partner with state, regional, or other nonprofit groups working in the area to mitigate the impacts of new development on existing natural systems. At a minimum, include new rules and standards in the City's code that incorporates open space as a meaningful component of new development, including parks, tree preservation, stormwater retention, recreation, animal habitat protection, or preserving scenic views.
- Protect key environmental features, especially the unique natural features in the eastern and western parts of the City, while accommodating development. Reimagine our relationship to natural systems, restore water quality and riparian areas. Increase connections between citizens and open space and provide amenities in new developments.
- Integrate open space and stormwater infrastructure as amenities in new development and existing neighborhoods.
- Program City resources to prepare an updated facilities plan for parks. The new facilities plan should focus on building a comprehensive and continuous green infrastructure network that connects key destinations via green corridors, including greenways for increasing regional and local walking and biking trips.

Statement of Purpose

The Manchester Natural Resources Inventory (NRI) was initiated in February 2020. The overall scope of this project was to develop an enhanced NRI – primarily map based but with various field observations – to support the City's natural resource protection efforts and provide a basis for informed land use and conservation planning. Goals of the project were 1) to review and analyze natural resources data and reports currently known, 2) to develop a series of NRI maps designed for educational and planning purposes, 3) to refine existing data such as grasslands, active agricultural lands, conservation lands, and potential vernal pools, 4) to conduct field investigations for various wildlife habitats and significant natural communities as well as biodiversity, including species of conservation concern, and 5) to combine the various natural

resources data and maps into this NRI report and conduct a public presentation of our findings.

The information found herein can be used in many ways by elected and appointed officials, landowners, natural resource professionals, and the public. The NRI is intended to provide more detailed information to support the following Conservation Commission goals:

- Balance the development of the City with preservation of the natural resources for wildlife and recreation use,
- Identify City-owned land that may warrant protection by easements or other means,
- Identify additional land that may warrant protection,
- Identify current or potential threats to these resources in order to make land-use decisions on a parcel basis or inform changes to current land-use regulations,
- Identify challenges and projects that should be a focus to the Commission,
- Identify locations of invasive species (plant and animal) that warrant the Commission's attention,
- Identify endangered and threatened species and their approximate location, and
- Identify and rank potential mitigation projects that could be used to offset future development or maintenance projects.

Land Use and Open Space - Aerial Photography View

The following aerial photography map provides a perspective of the current areas of development and open space in Manchester (Figure 1). This map displays roads, streams, rivers, ponds, lakes, and wetlands as base layers to assist the viewer in navigating throughout the City with a bird's eye view. Also included are the various public and private conservation lands.

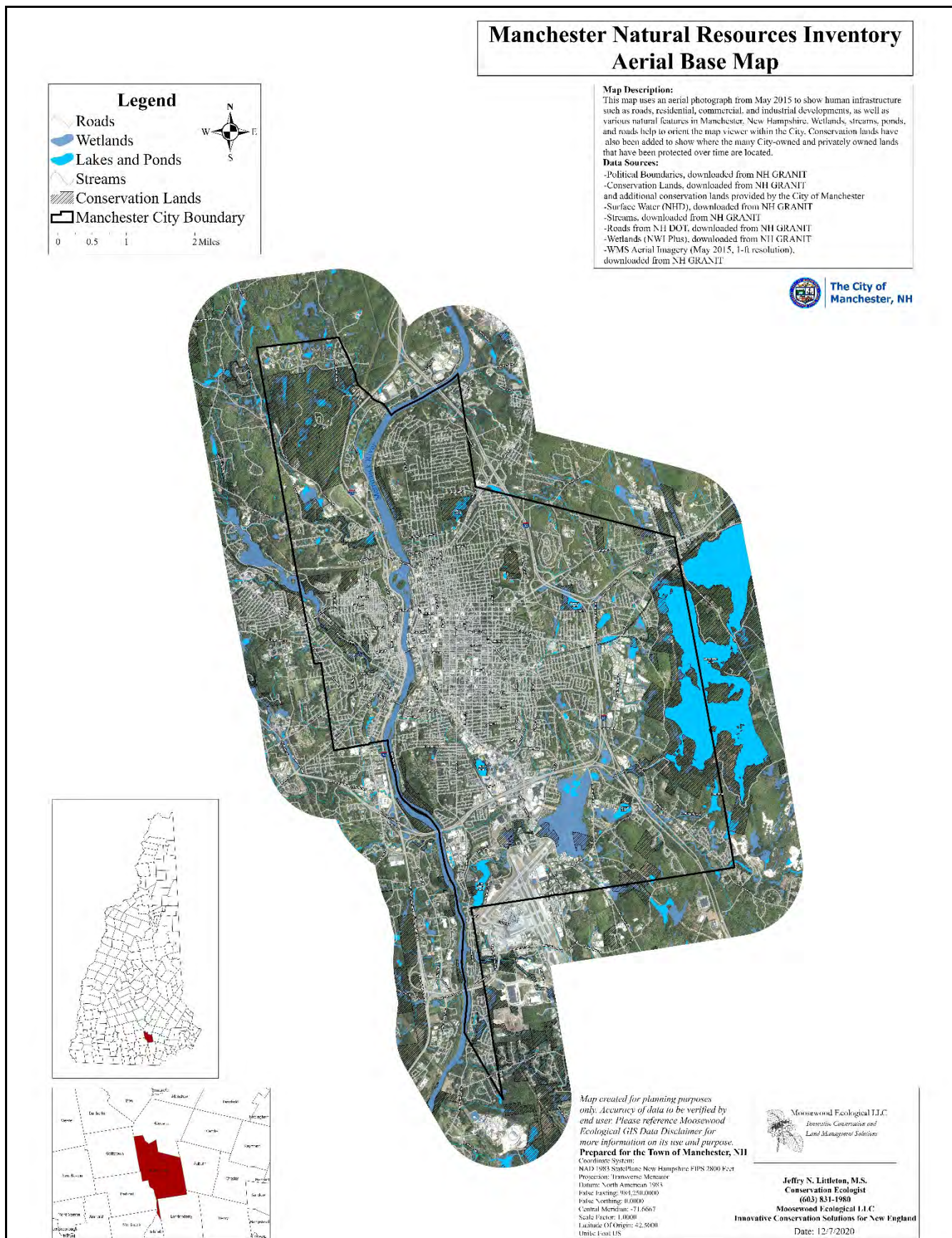


Figure 1 Aerial photography base map.

WATER RESOURCES

Water resources represent some of our most fragile ecosystems and are particularly sensitive to certain types of land use. Water resources include both surface waters, such as streams, ponds, and wetlands, and groundwater resources, such as aquifers. These resources provide a variety of critical ecological functions and societal values, including: water quality maintenance, flood control, wildlife and fisheries habitats, drinking water sources, recreation, visual quality and aesthetics, rare and endangered species habitat and natural communities, groundwater recharge and discharge, shoreline stabilization, educational and scientific value, and overall biological diversity.

Wetlands

Wetlands generally include familiar places such as marshes, wet meadows, beaver impoundments, swamps, fens, bogs, and other surface water bodies. As noted above, they perform a variety of ecological functions and values, such as providing significant habitats for wildlife and plants, maintaining good water quality, storing floodwaters, and recreation opportunities.

In New Hampshire, wetlands are defined by RSA 482-A:2 as “an area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soils conditions.” Areas regulated by the NH Dept. of Environmental Services Wetlands Bureau RSA 482-A:2 include forested, scrub-shrub, and emergent wetlands, marshes, wet meadows, bogs, shorelines of streams, rivers, lakes, and ponds, and prime wetland buffers.

The US Fish and Wildlife Service mapped wetlands throughout the United States through its National Wetlands Inventory (NWI) program. This hierarchical system of classification was designed as a systematic method for describing types of wetlands within a defined geographic location (i.e., town or watershed) and to determine wetlands loss over time.

This nationwide mapping effort is used by the State, municipalities, and natural resource managers to promote the understanding, conservation, and restoration of wetlands. The NWI provides some useful information, including the type of wetland as well as its hydrology, associated plant communities, water chemistry, and other modifiers such as man-made dams and beaver influence. The NH Department of Environmental Services recently updated the NWI for certain parts of the state, including Manchester. This new data set is referred to as the NWI Plus wetlands.

Manchester has roughly 2,183 acres of wetlands dispersed throughout the City (Table 1 & Figure 5). These include three main wetland systems - lacustrine, riverine, and palustrine. Lacustrine wetlands include lakes and ponds greater than 8.2 feet in depth. Examples of lacustrine wetlands in Manchester include Massabesic Lake along the eastern City boundary, as well as Pine Island Pond and Crystal Lake in the southern part of Manchester. Riverine wetlands are those associated with rivers, which includes Merrimack River and Piscataquog River.

All other wetlands in Manchester are palustrine wetlands, defined as shallow, freshwater sites dominated by vegetation. These include familiar places such as aquatic beds dominated with lily pads and other floating plants, emergent marshes, shrub and forested swamps, and beaver ponds (unconsolidated bottom wetlands). The largest and most extensive wetlands can be found along the various streams and rivers; however, Manchester's landscape supports many small, isolated wetlands as well.

Table 1 Summary of wetlands in Manchester.

Wetland Classification	Area (acres)
Lacustrine	683.7
Riverine	541.4
Palustrine	
Unconsolidated Bottom	79.6
Aquatic Bed	71.1
Emergent Marsh	333.6
Scrub-shrub Swamp	18.2
Forested Swamp	455.2

SOURCE: National Wetlands Inventory Plus (2017).



Figure 2 Wetlands supply a multitude of ecological and societal values, providing important wildlife habitat, recreation, flood control, water quality management, and education.

In 2015, West Environmental, Inc. conducted a study for the Manchester Conservation Commission to evaluate over 50 wetlands in the City based on previous studies from 2002-2007 (West 2015). As a result of the wetlands evaluation, Manchester designated 17 highest ranked wetlands, covering 591 acres and ranging in size from ½ acre to 360 acres (Figure 5). These include the large wetland complex associated with Cohas Brook, five wetlands adjacent to and near Massabesic Lake, and 11 wetlands located on the Manchester Cedar Swamp Preserve. All but three of these wetlands are located on conservation lands.

To adequately characterize and delineate wetlands, it is important to consider hydric soils, which are wetland soils categorized as poorly drained and very poorly

drained. These soil types have been mapped by the USDA Natural Resources Conservation Service for the entire state. Poorly drained soils in Manchester are estimated to cover about 834 acres while very poorly drained soils cover 1,321 acres, based on GIS calculations.

Watersheds

All the portions of the earth are a part of a watershed. Watersheds exist at an almost infinite range of scales, from the tiniest tributary stream that does not show on any map to major continent-draining rivers. Regardless of their scale, watersheds are a convenient way to parse the landscape into smaller ecological units. All water resources within a watershed drain toward a common water resource, which may be a lake, pond, or wetland; the land use within a watershed can affect the quality and quantity of surface waters and the underlying aquifers. Land use planning based on watershed protection can help protect a municipality's water resources, ensuring clean water for humans and ecosystem health. Manchester is divided into three major local watersheds, including Piscataquog River, Cohas Brook, and Little Cohas watersheds (Figure 5). The entire City is situated in the Merrimack River Basin.

Surface Water Bodies

Manchester contains a variety of surface water bodies, including rivers, streams, lakes, and ponds, that are distributed throughout the City (Figure 5). Not only do water bodies provide a multitude of human benefits such as fishing, hunting, boating, swimming, and nature watching, but they are also essential for the diverse wildlife and plants that depend upon these resources for part or all of their life cycle needs. Threats to water resources include potential water quality degradation by mobile, stationary, or area pollution sources; habitat loss due to surrounding land use including unsustainable forestry and agricultural practices; and land conversion associated with roads and various types of developments.

Manchester has a variety of lakes and ponds distributed throughout the City. The US Geological Survey and the NH Dept. of Environmental Services (NHDES) have

identified seven distinct lakes and ponds. These lakes and major ponds cover approximately 724 acres, ranging in size from about 15 acres to 571 acres (Table 2 and Figure 5). All of these waterbodies are included on the NHDES Consolidated List of Water Bodies subject to the Shoreland Water Quality Protection Act under RSA 483-B. Two additional ponded areas are regulated under this Act as well, which are the waterbodies associated with the Amoskeag Dam (478 acres) along the Merrimack River and Kelley Falls Dam (129 acres) along the Piscataquog River. Many other smaller ponds also exist in Manchester but were not distinguished as part of this project.



Figure 3 Massabesic Lake is Manchester’s largest water body, serving as a major source of its water supply for the City and other communities.

Table 2 Summary of ponds in Manchester.

Lakes and Ponds	Size (acres)
Massabesic Lake	570.6*
Pine Island Pond	54.0
Dorrs Pond	23.3
Long Pond	22.6
Crystal Lake	21.3
Nutt Pond	17.6
Stevens Pond	15.0

*Area located in Manchester

SOURCE: USGS topography (2004) and NH DES (2020).

Approximately 68 miles of rivers and brooks have been mapped in Manchester (Table 3 and Figure 5). Eight of these have been identified by the U.S. Geological Survey by name. Of the many rivers and streams, four are listed on the NH DES Consolidated List of Water Bodies subject to the Shoreland Water Quality Protection Act under RSA 483-B. These are the Merrimack River, Piscataquog River, Black Brook, and Cohas Brook.

In addition, the Piscataquog River is a Designated River Corridor identified by the NH Department of Environmental Services Rivers Management and Protection Program. Designated Rivers are managed and protected for their outstanding natural and cultural resources. These are governed by the Rivers Management and Protection Act, RSA 483. For more information on the natural and cultural resources of the Piscataquog River and its management plan see the following link.

<https://www.des.nh.gov/organization/divisions/water/wmb/rivers/designriv.htm>

Table 3 Summary of rivers and streams in Manchester.

Streams	Length (miles)	Stream Order
Merrimack River	11.3	7th
Piscataquog River	2.4	5th
Cohas Brook	9.0	4th
Black Brook	3.6	4th
Watts Brook	0.2	3rd
Humphrey Brook	4.2	2nd
Milestone Brook	2.4	2nd
Baker Brook	1.7	2nd
Un-named Streams	33.3	1st - 3rd

SOURCE: USGS topography (2004) and hydrography (2006) datasets.

The Shoreland Water Quality Protection Act (RSA 483-B) is a state statute that was protects the water quality of designated public waters. The Act establishes minimum standards for various setbacks from the reference line based on land use within the designated 250-foot buffer. For most new construction, as well as land excavating and filling, a state permit may be required (certain exemptions apply). As such, all great ponds (>10 acres), fourth order streams² or higher, and State-designated rivers have been identified by the NH Dept. of Environmental Services as water bodies that are subject to the Act.

For more details on the Shoreland Water Quality Protection Act, as well as certified administrative rules, refer to the NHDES at <http://des.nh.gov/organization/divisions/water/wetlands/cspa/index.htm>

² Stream ordering is a hierarchy used to define the size of a stream. The smaller the stream order, the smaller the stream. First order streams include the headwater streams that can be found along the steeper slopes in Manchester. When two first order streams converge, they form a second order stream, and so on.



Figure 4 The Piscataquog River provides a major cultural and scenic aspect to Manchester, as well as its versatile wildlife habitat for fish, turtles, otters, and eagles.

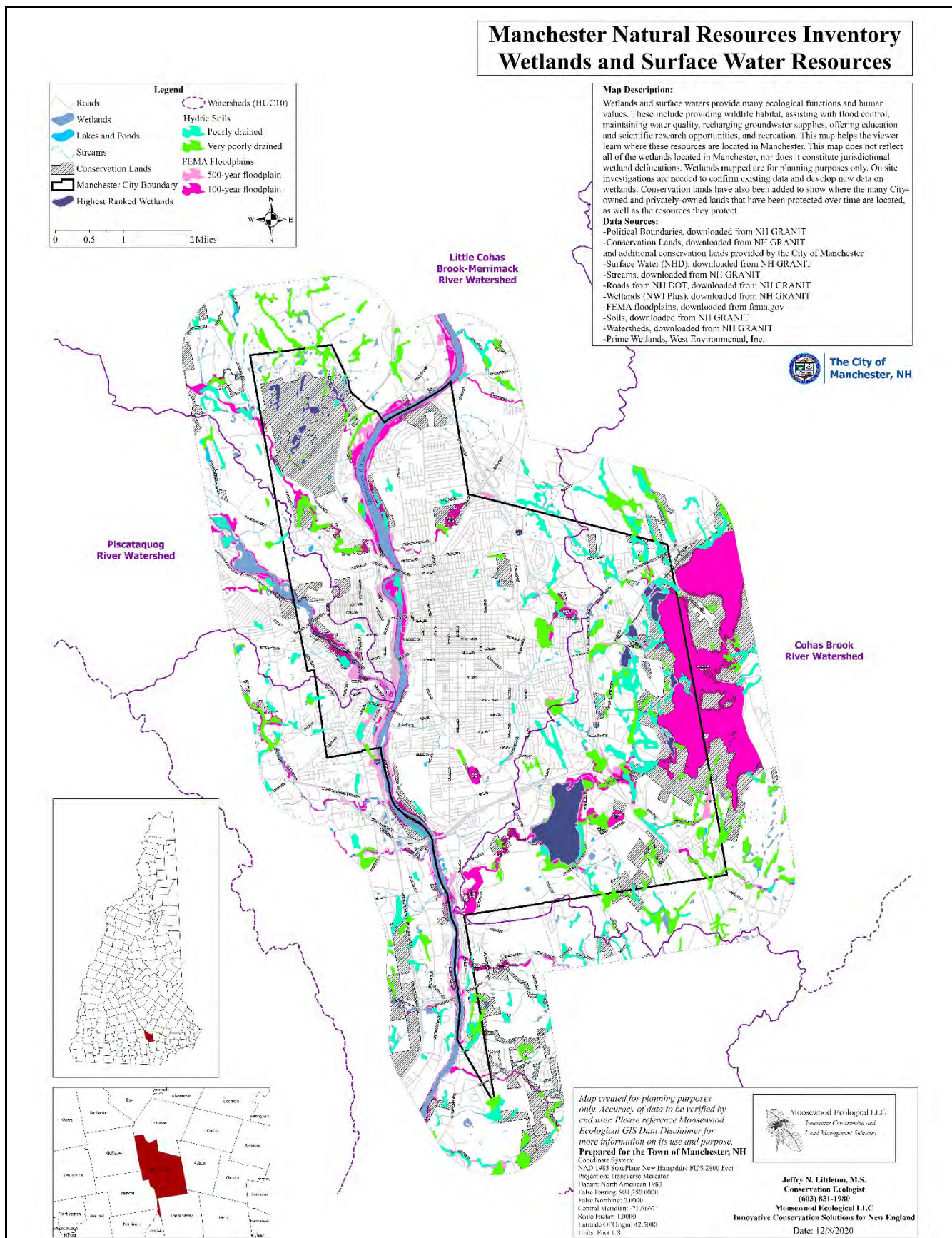


Figure 5 Wetlands and surface waters of Manchester.

Groundwater Resources - Stratified Drift Aquifers

Groundwater resources are stored in two main types of aquifers and can serve as sources for drinking water. Aquifers can be located within saturated areas of sand and gravel deposits or in fractured bedrock. In the last post-glacial period as glaciers melted, these meltwaters left behind layers of sorted sediments including sand and gravel. The spaces between the particles in these sediments provides opportunity for groundwater storage and flow. Groundwater stored in *stratified drift aquifers* of this kind can serve as an excellent source of drinking water. These aquifers have been mapped by the US Geological Survey (USGS). Locating these geologic features and protecting them as current and future water sources can help to ensure a supply of clean drinking water free of contamination.

Manchester contains approximately 15,440 acres of stratified drift aquifers (Figure 6). As one can see from this groundwater resources map, most of Manchester is underlain by aquifers. These are found in association with the City's largest rivers and brooks, including Merrimack River, Piscataquog River, Black Brook, and Cohas Brook, as well as Massabesic Lake.

Aquifers are typically divided into categories by the USGS based on *transmissivity*, or the rate at which water moves through an aquifer and is measured in square feet per day (ft²/day). Therefore, higher rates of transmissivity correspond to a potentially higher yield of groundwater. However, the USGS classified Manchester's aquifers as *undifferentiated*.

Undifferentiated means that the USGS did not attempt to characterize the sand and gravel deposits in Manchester. Rick Chormann (2020), State Geologist and Director of the NH Geological Survey, presumes that the USGS did not characterize the transmissivity rates due to the "highly urban nature of most of the area and also because Manchester Water Works was completely reliant on Massabesic Lake for its water supply with an ongoing proposal to augment that with a large withdrawal from the Merrimack River. Significant use of groundwater did not seem to be in their future when the stratified-aquifer project was being completed." Chormann (2020) further explains that "the surficial geology data is available as a geodatabase, but professional hydrogeologic

judgement would be required to estimate transmissivity values from the different surficial geologic map units.”

In an attempt to identify potential future public water supplies for communities, the NHDES and the Society for the Protection of NH Forests prepared a Potential Favorable Gravel Well Analysis (PFGWA) for the entire state. This project analyzed stratified drift aquifers, affording the opportunity for town planners and water suppliers to determine quantity and quality constraints on aquifers.

In doing so, the PFGWA creates buffers to avoid all known and potential contamination sources and examines potential well yield to identify the most suitable areas for potential community wells. In effect, this effort is encouraging communities to take proactive measures at protecting their most significant groundwater resources. As such, there are very few sites (just over 2 acres in total) that have been identified by the PFGWA for the City of Manchester. Again, this was an effect of not knowing the transmissivity rates of the aquifers in the Queen City.

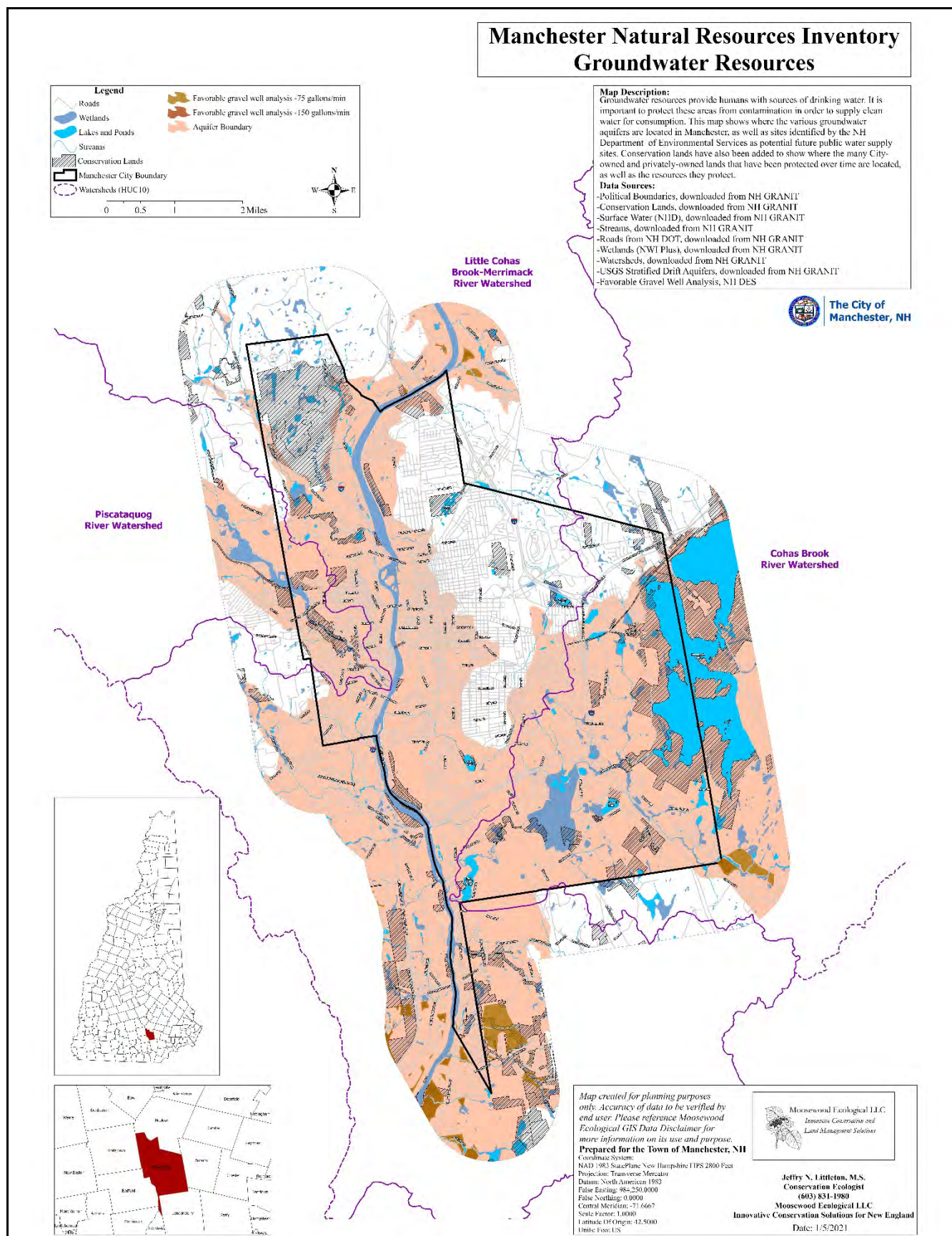


Figure 6 Groundwater resources in Manchester.

ECOLOGICAL RESOURCES

Ecological resources in Manchester include many features such as wildlife habitats, natural communities, and rare species. These natural resources encompass the realm of biodiversity, or the variety and variability of life, which supports healthy ecosystems for wildlife, plants, and humans. However, non-native, invasive species have been colonizing the region for centuries, which has affected our native biodiversity in profound ways.

This largely map-based Natural Resources Inventory was enhanced by field surveys on select properties to assess some of Manchester's biodiversity on the ground. These visits focused on City-owned properties and roadside surveys combined with assessments on private properties where landowners provided permission. These assessments, which are further presented below, provided a representative sample of Manchester's natural landscape to support proactive land use planning, community education, and land stewardship. The following sections provide a glimpse into the range of diverse species and habitats present.

NH Wildlife Action Plan

Manchester's natural landscape supports a variety of wildlife habitats and natural communities, including rivers, streams, ponds, lakes, wetlands, and floodplains interspersed with a variety of upland forests, rocky ridges, and grasslands distributed throughout the City. This diverse landscape supports a high degree of biodiversity.

The NH Fish and Game Department, in cooperation with other agencies, organizations, and individuals, produced the NH Wildlife Action Plan (WAP) in 2005 and last revised it in 2020. This document was designed as a planning and educational tool for federal, state, and municipal governing bodies, conservation commissions, land trusts and other conservation organizations, natural resource professionals, and private landowners, as well as the general public, to promote the conservation and management of NH's biological diversity. The WAP provides a resource for developing informed land use decisions and land management planning. The intent was to ensure that an adequate representation of various wildlife habitats is maintained across New Hampshire's landscape, keeping common species common in New Hampshire and working to prevent the loss of our rare and endangered species.

The WAP project grouped habitats at three scales: broad-scale (matrix forests and sub-watershed groupings), patch-scale (priority habitats such as grasslands and peatlands) and site-scale (documented occurrences of rare and uncommon species and natural communities). Mapped data are available for viewing and use only at the broad- and patch- scale levels. Habitat mapping is intended to predict, not necessarily guarantees that the habitats shown are present. For this reason, field and remote sensing verification is recommended by NH Fish and Game to increase the accuracy of the mapping at the parcel and municipal scale.

A total of twelve wildlife habitats described in the WAP were mapped for Manchester (Table 4 and Figure 8). Potential vernal pools were mapped using 2015 aerial photography interpretation and data collected in the field by Moosewood Ecological LLC during the 2020 field season (Figure 7). Although the WAP recognizes vernal pools as important wildlife habitat, these isolated wetlands have not been mapped for New Hampshire. Vernal pool locations can be predicted through aerial photograph interpretation, providing the first step in learning about their distribution. However, they are best mapped using on-site field assessments and verification.

Table 4 Summary of habitats mapped by the Wildlife Action Plan in Manchester.

Wildlife Habitat	Size/Count	% of City
Appalachian oak-pine	2,410.7 acres	10.8%
Hemlock-hardwood-pine	1,466.1 acres	6.6%
Rocky ridge	2.2 acres	0.01%
Grassland	355.9 acres	1.6%
Floodplain Forest	272.4 acres	1.2%
Marsh and shrub wetland	521.3 acres	2.3%
Peatland	125.6 acres	0.6%
Temperate forested swamp	302.4 acres	1.4%
Vernal Pools	116 pools	N/A
Open water/ponds	1,225.5 acres	5.5%
Streams	68.1 miles	N/A
Sand/Gravel	81.4 acres	0.4%
Barren or Developed	15,672.6 acres	70.1%

SOURCE: NH Wildlife Action Plan (2020), USGS NH Hydrography (2006), Vernal pools developed by Moosewood Ecological LLC from field assessments and aerial photography interpretation (2020), Grasslands refined by Moosewood Ecological LLC from aerial photography interpretation (2020).

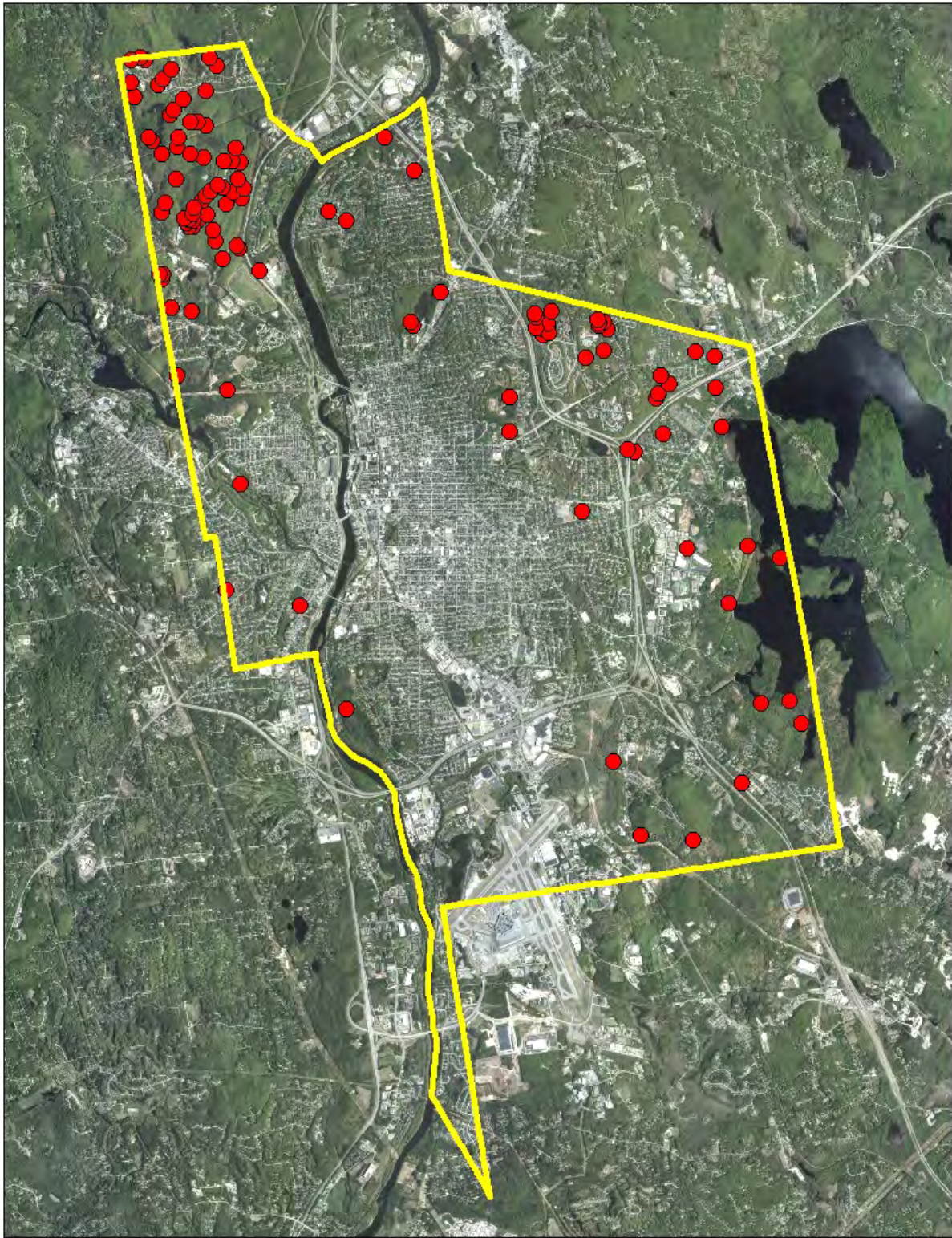


Figure 7 Potential vernal pools in Manchester.

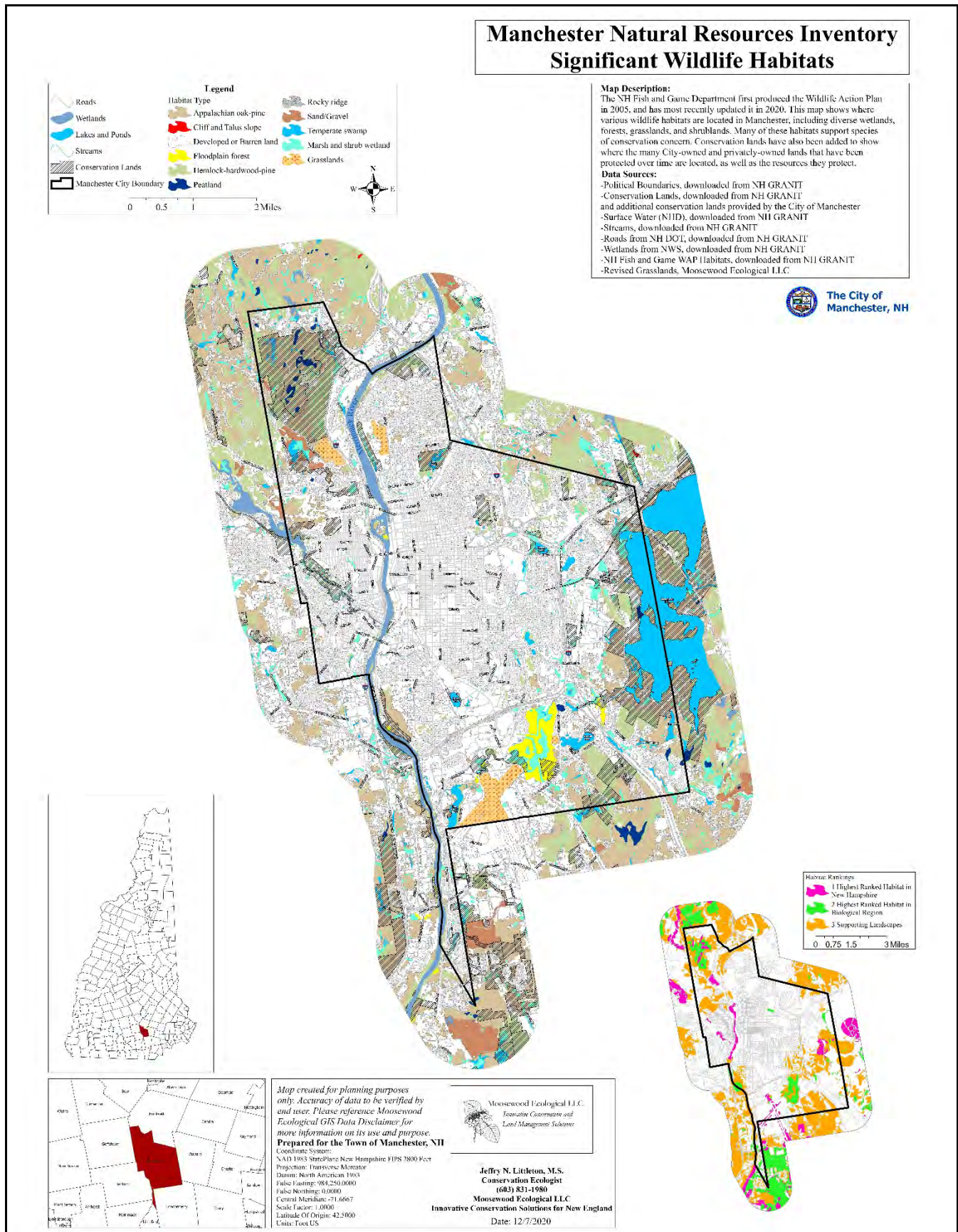


Figure 8 Significant wildlife habitats in Manchester.

Wildlife and Habitats

The following provides a brief account of selected site visits conducted on public properties. These site visits focused on documenting wildlife, habitats, and rare species and natural communities. Species listed in bold include rare species listed by the NH Wildlife Action Plan (2015) and NH Natural Heritage Bureau (2020). These include threatened and endangered species, as well as species of greatest conservation need. Exemplary natural communities are noted in *italics*.

Manchester Water Works

Properties owned by the Manchester Water Works surrounding the western side of Massabesic Lake provide diverse habitats for wildlife, including upland forests, swamps, marshes, ponds, shallow lakeshores, vernal pools, and turtles nesting sites. Uplands are dominated by mature forests of Appalachian oak and pine with small patches of hemlock, hardwoods, and pine and are characterized by a dense canopy and well-developed sapling and shrub understory. Wetland habitats include emergent marshes and shrub swamps along the lakeshore and several small, isolated wetlands throughout the forested habitat that may function as vernal pools. Massabesic Lake and Waterworks properties support numerous locations of two exemplary natural community systems, including the *sandy pond shore system* and *black gum-red maple basin swamp*.

Such diverse vegetative structure provides extensive niches for wildlife, as each species selects certain habitats and features for foraging, nesting, refuge, and territorial displays. **Scarlet Tanagers**, which are sensitive to habitat fragmentation, inhabit the interior forest, where they prefer the upper branches of tall deciduous trees for nesting, foraging, and singing. White-breasted Nuthatches also inhabit deciduous forests but are less selective and may be found along forest edges. This species nests in cavities and feeds on the tree bole or along branches. Ovenbirds, a type of warbler, nest and forage on the forest floor, relying on dense cover and their drab plumage to evade predators.

Table 5 lists bird species observed on three days from July 9 to October 1, and although far from a complete list of birds known to occur in the area, illustrates the variety of species supported by the array of habitats along the lake and adjacent uplands. Emergent

marshes support waterfowl and wading birds, including Wood duck, Mallard, and Great Blue Heron, as well as smaller species, such as Common Yellowthroat, Song Sparrow, Swamp Sparrow, Red-winged Blackbird, **Rusty Blackbird**, and Grackle. Mature forest provides breeding habitat for Baltimore Oriole, **Scarlet Tanager**, Eastern Wood Pewee, **Veery**, and Ovenbird. Dense, shrubby vegetation of edge habitats between uplands and wetlands attract a high diversity of birds, including Gray Catbird, **Eastern Towhee**, Eastern Tufted Titmouse, American Goldfinch, and Northern Flicker.

All the species listed below are relatively common and widespread, with the exception of **Rusty Blackbirds**, which were observed in a mixed migratory flock of grackles and red-winged blackbirds in October. **Rusty Blackbirds** are a Species of Concern in New Hampshire and in many parts of their range due to drastic population declines over the past several years. The presence of this large migrating flock indicates the importance of the marshes and other habitats along the lake for wildlife throughout the year.

In addition to the rare species noted above, Massabesic Lake, Waterworks’ properties, and adjacent properties support at least 10 known species of plants and wildlife. These include one species of fish, two species of reptiles, three species of birds, three species of plants, and one species of dragonfly. It is anticipated that additional rare species and natural communities occur in this special area of interest.

Table 5 Bird species observed on Massabesic Lake and adjacent lands, July – October, 2020.

Mallard	Black-capped Chickadee	Swamp Sparrow
Mourning Dove	Eastern Tufted Titmouse	Eastern Towhee
Gulls (probably Ring-billed)	Red-breasted Nuthatch	Baltimore Oriole
Double-crested Cormorant	White-breasted Nuthatch	Red-winged Blackbird
Great Blue Heron	Carolina Wren	Rusty Blackbird
Cooper's Hawk	Gray Catbird	Common Grackle
Red-bellied Woodpecker	Northern Mockingbird	Ovenbird
Northern Flicker	Veery	Common Yellowthroat
Peregrine Falcon	American Robin	Pine Warbler
Eastern Wood Pewee	American Goldfinch	Scarlet Tanager
Red-eyed Vireo	White-throated Sparrow	Northern Cardinal



Figure 9 A view of Massabesic Lake from the Manchester Water Works property. A variety of waterfowl (e.g., ducks, geese, mergansers), wading birds (e.g., herons, egrets), and shorebirds (sandpipers), and loons.



Figure 10 This turtle nesting area was observed near Massabesic Lake. A predator, such as a fox or racoon, excavated the nest and ate the contents of the eggs. The red arrow indicates the nest and the yellow arrow shows the shell of the depredated egg.

Cohas Brook and Cohas Great Swamp

Surveys completed along Cohas Brook included two roadside visits and one field survey of the floodplain along the west side of Mammoth Road. The floodplain west of Mammoth Road is a flat, densely vegetated plain bordering a deep, meandering reach of Cohas Brook. From a large open field on the west side of Mammoth Road, the terrain drops slightly into a dense, mature hardwood forest with scattered white pine. The understory is extremely dense, especially along the boundaries of the field to the east and the channel to the west, and is comprised of ferns, nettles, grasses, sedges, shrubs, and vines. There are scattered invasive plants, including multiflora rose and Japanese barberry. The area between the forested habitat and the channel is extremely densely vegetated with tall grasses and shrubs. A few birds were observed during the survey, including American Goldfinch, American Robin, and a pair of Red-tailed Hawks, which were likely nesting in the vicinity.

The roadside surveys occurred along Rt. 28 A in the southeastern corner of Manchester and along Rt. 28 just north of the airport. In both locations, the entire drainage appeared heavily vegetated with cattails, *Phragmites*, and shrubs. Along Rt. 28, multiflora rose and Asian bittersweet grew densely among other trees and shrubs. The channel has been altered and severely restricted at the Rt. 28 A site, from the under-sized culvert leading under Rt. 28 A through the parking lot on the west side of the road, where the stream channel has been redirected into a ditch that leads north, then west along the edge of the parking lot before flowing into the Great Cohas Swamp wetland complex on the northwest end of the lot. Under-sized culverts, altered channels, invasive plant infestations, and encroaching development have severely damaged these sections of Cohas Brook and its tributaries.

Known rare species associated with Cohas Brook, Great Swamp, and adjacent properties include two species of reptiles, one species of fish, one bird species, and two species of plants. Also, two locations of the exemplary seasonally flooded red maple swamp are located in this area. It is anticipated that additional rare species and natural communities occur in this special area of interest.

Rock Rimmon Park

The ledges and rock outcropping associated with Rock Rimmon were explored to examine the current condition of the exemplary natural communities and rare species previously documented on the site. There are two exemplary natural community systems known to occur on Rock Rimmon. These include the *temperate ridge-cliff-talus system* and the *pitch pine-Appalachian oak-heath forest community*. These exemplary sites have been subject to intense human land uses such as graffiti, litter, encampments, and unsanctioned trails. The level of human presence and its lasting affects has negatively impacted these rare elements. As such, these will most likely be removed from exemplary status unfortunately.

In addition, there are seven known rare species that were previously documented at Rock Rimmon. These included six species of plants and one reptile. No rare species were observed during the site visit. Common wildlife species observed included downy woodpecker, eastern wood-pewee, blue jay, American crow, chickadee, and white-breasted nuthatch. Invasive plants included Asiatic bittersweet, glossy buckthorn, and bush honeysuckle.



Figure 11 Graffiti on top of Rock Rimmon has a lasting human presence that has diminished the ecological significance of this exemplary natural community system.



Figure 12 The exemplary *pitch pine-Appalachian oak-heath* forest community has been impacted by at least one encampment, litter, and unsanctioned trails. Otherwise, the forest is in good condition given its proximity to residential developments and human use.

Piscataquog River Park

The Piscataquog River Park boasts over 112 acres of conserved City-owned properties, providing natural habitat buffers to help protect the water quality of the river, as well as offering numerous walking trails and access for fishing and swimming. The bridge linking the fields and forests on the east side to the rail trail and forests on the west side provides an outstanding viewpoint of the Piscataquog River. It appears that this park is heavily used on a regular basis.

The dynamic nature of the river and the open water created by damming upstream, in combination with the adjacent upland forests and wetlands, have made this area ecologically significant. It is expected to have relatively high biodiversity within the City based on habitat availability. A variety of birds were documented, including mallard, bald eagle, blue jay, American crow, mourning dove, eastern wood-pewee, hairy woodpecker, red-bellied

woodpecker, tufted titmouse, American robin, gray catbird, **wood thrush**, common yellowthroat, black-throated green warbler, cardinal, **scarlet tanager**, and song sparrow. Five species of mammals were observed by sight or tracks, including a bat flying over the river, woodchuck, coyote, red fox, and racoon. A garter snake was also observed. In addition, there are seven rare species associated with or directly adjacent to the park, including one reptile, three species of plants, one butterfly, one moth, and one mussel. It is expected that additional rare species are present, as well as significant natural communities.

This park has a moderate to high level of invasive plants, particularly along forest edges and along the riverbank. Species included multi-flora rose, glossy buckthorn, Asiatic bittersweet, Norway maple, Japanese knotweed, and autumn olive.



Figure 13 A spectacular view of the Piscataquog River from the pedestrian bridge.

Blodgett Park

Blodgett Park covers nearly 45 acres of protected City lands along Black Brook. This area has a rich human history, including ice harvesting, skating, hockey, fishing, swimming, and picnicking. Black Brook was dammed in the early 1900s, but the dam has since been removed, restoring critical habitat connectivity for a variety of aquatic species. Most of the property is not accessible, as the only parking area is located off Front Street to access a short trail along Black Brook.

Black Brook provides habitat for a variety of aquatic species, such as fish and macroinvertebrates. Its associated wetlands are great for amphibians, reptiles, birds, and mammals. The upland forests provide a natural buffer against the surrounding built environment, helping to reduce sedimentation and toxic runoff from nearby roads, parking lots, and other developments. Wildlife observed included chipmunk, gray squirrel, red fox, mourning dove, hairy woodpecker, blue jay, American robin, chickadee, common yellowthroat, indigo bunting, and red-winged blackbird. Many den sites were noted along the stream bank that provides resting and denning sites for various mammals, including fox, otter, and mink. One rare fish species was previously documented in Black Brook. Invasive plants included glossy buckthorn, Asiatic bittersweet, burning bush, and Japanese barberry.



Figure 14 One of several den sites observed along Black Brook.



Figure 15 Black Brook provides a wealth of wildlife habitat, including its numerous wetlands and adjacent forests.

Manchester Cedar Swamp

The Manchester Cedar Swamp and Hackett Hill is another ecologically significant area in the City. These two sites are located in the northwest part of Manchester and cover approximately 1,027 acres. It comprises one of Manchester's largest natural areas fully stocked with a rich array of habitats for biologically diverse plant and wildlife communities, including many rare species and natural communities.

Upland forests include an array of hemlock-hardwood pine forest and Appalachian oak-pine forest. Various wetlands are scattered throughout the area, including forested and shrub swamps, vernal pools, marshes, and open water, as well as a few headwater streams. Many of these wetlands have been ranked as exemplary. These include the *Atlantic white cedar-giant rhododendron swamp*, *coastal conifer peat system*, *black spruce swamp*, and *black gum-red maple basin swamp*.

Wildlife observed during site visits included great blue heron, sharp-shinned hawk, blue jay, American crow, cedar waxwing, chickadee, white-breasted nuthatch, **veery**, **wood**

thrush, red-eyed vireo, ovenbird, pine warbler, black-throated green warbler, black-throated blue warbler, and red-winged blackbird. Other species noted included **moose**, deer, coyote, and chipmunk. In addition, there have been at least six rare species documented in this area or directly adjacent to it, including four species of plants, one fish, and one dragonfly.



Figure 16 The *Atlantic white cedar-giant rhododendron swamp* is a globally rare natural community. This is an exemplary version of this community, which can be viewed from a boardwalk trail. A good time to visit the swamp is in June when the rare giant rhododendron is blooming.

Wildlife Action Plan Highest Ranked Habitat by Condition

With the goal of setting priorities for conservation of important wildlife habitat in New Hampshire, the Wildlife Action Plan also identified areas of the state with unusually pristine, influential, diverse, or extensive examples of “exemplary” habitat. These areas were, in turn, ranked by condition on both sub-state regional and statewide levels, resulting in a tiered ranking of priority areas for conservation. The inset map in Figure 8 (located on page 23) illustrates this rank-mapping of priority areas for conservation in Manchester.

Purple and green color-coded areas indicate highest ranked habitats by condition, both within New Hampshire (purple) and within an ecoregion (green). These include the central section of the Merrimack River, the northwest section of Manchester including and adjacent to the Manchester Cedar Swamp Preserve, parts of the airport, Cohas Swamp, and a section of the Manchester Water Works property. The extensive matrix of highest ranked habitats is surrounded by large areas of “Supporting Landscape.” Supporting Landscapes (in orange) provide important habitat of local importance. All three categories are considered unusually significant for wildlife, and especially important areas for land conservation.

Documented Rare Elements in Manchester

Numerous rare and uncommon plant and animal species have been documented over the years in Manchester, and these data are maintained by the New Hampshire Natural Heritage Bureau (NHB) of the NH Division of Forests and Lands, in cooperation with the New Hampshire Fish & Game’s Nongame and Endangered Wildlife Program. Generalized information on the presence of these species and communities is available from the NHB by municipality. According to the Bureau’s “Rare Plants, Rare Animals and Exemplary Natural Communities in New Hampshire Towns” (2019), the species and natural communities/systems listed in Table 6 below have been documented to exist in the City in the last 20 years. However, there are numerous other rare documentations that are considered as “historical” in the NHB database, having been last observed more than 20 years ago. These species may still be present, but additional surveys would be needed to confirm these historical accounts.

Table 6 Rare species and natural systems documented in Manchester.

Rare Elemental Occurrence	Rarity Rank	
	NH	US
Natural Communities		
Pitch pine-Appalachian oak-heath forest**	N/A	
Temperate ridge-cliff-talus system*	N/A	
Atlantic white cedar-giant rhododendron swamp***	N/A	
Black gum-red maple basin swamp**	N/A	
Black spruce swamp**	N/A	
Coastal conifer peat swamp system**	N/A	
Sandy pond shore system**	N/A	
Plants		
Bird-foot violet**	T	
Clasping milkweed**	T	
Clustered sedge*	T	
Coastal plain grass-leaved goldenrod*	T	
Common star-grass**	T	
Downy false foxglove**	E	
Giant rhododendron***	T	
Licorice goldenrod**	T	
Long-spined sandbur**	E	
Narrow-leaved white-topped aster**	E	
Quill-leaved arrowhead***	E	
River birch*	T	
Small whorled pogonia**	T	T
Wild lupine**	T	
Wright's spikesedge***	E	
Mammals		
New England cottontail***	E	
Birds		
Bald eagle**	SC	
Common loon**	T	
Eastern meadowlark**	T	
Grasshopper sparrow**	T	
Peregrine falcon**	T	
Vesper sparrow**	SC	
Reptiles		
Blanding's turtle**	E	
Eastern hognose snake**	E	
Northern black racer**	T	
Fish		
American eel**	SC	
Banded sunfish**	SC	
Redfin pickerel**	SC	
Butterflies and Moths		
Pine barrens Zanclognatha moth**	SC	
Pygmy snaketail**	no rank	
Rapids clubtail***	SC	
Ringed boghaunter***	E	
Skillet clubtail***	SC	

Source: NH Natural Heritage Bureau database (July 2020).

E - Endangered

T - Threatened

SC - Special Concern

* - High Importance

** - Very High Importance

*** - Extremely High Importance

The specific location and extent of these rare species and communities have not typically been available for this type of study due to data release policies of the NH Division of Forests and Lands which houses the NHB. However, a recent data sharing release policy has allowed for site-specific Natural Heritage data to be accessed for use in developing conservation focus areas and land use planning. The agreement does not allow for graphic display of or references to specific locations, but these data have been incorporated into the conservation priorities analysis as an importance factor in determining conservation focus areas.

The geological, glacial, and fluvial history of the Merrimack River, and two others that flow into it from the east and west side of the river - Piscataquog River and Cohas Brook - has resulted in the formation and development of a diverse suite of natural habitats and communities. The artifacts of the ancient glacial lake Merrimack, including large deposits of sand and gravel near the river, have been reworked by the river and various tributary streams to create steep bluffs and ravines, as well as floodplain terraces. These landforms provide conditions unlike those elsewhere in Manchester, which is otherwise characterized by rolling hills blanketed by glacial tills on the outskirts of the City, with some small areas of outwash sediments.

Five exemplary wetland plant systems and natural communities have been documented in Manchester. Four of these – *Atlantic white cedar-giant rhododendron swamp*, *black gum-red maple basin swamp*, *black spruce swamp*, and *coastal conifer peat swamp system* – can be observed at the Manchester Cedar Swamp Preserve. There are two exemplary terrestrial plant communities that can be observed at Rock Rimmon Park. These include *pitch pine-Appalachian oak-heath forest community* and *temperate ridge-cliff-talus system*. However, due to extreme human disturbance (e.g., litter, graffiti, erosion, human encampments, etc.) these sites may no longer be considered as exemplary by the NHB due to misuse and habitat degradation. Area polygons are derived by the NH Natural Heritage Bureau for each mapped record of a species or community, based on actual observation points, degree of confidence regarding actual location and extent, knowledge of the biology or ecology of an element, and the extent of suitable habitat. The mapped location and extent of

these elements are one basis for the delineation of conservation priority areas that would protect these resources.

There are 18 known species of rare wildlife that have been documented throughout Manchester over the past 20 years. These include 1 mammal, 6 species of birds, 3 species of reptiles, 3 species of fish, and 5 species of butterflies and moths. The various wetlands in Manchester are very significant for numerous rare turtles, birds, and butterflies/moths. Certain terrestrial habitats are significant for rare snakes, and grasslands provide a declining habitat important for three species of rare grassland birds.

A total of 15 State-threatened and endangered plants have been documented within the past 20 years in Manchester. These species are associated with wetlands, riverbanks, and upland forests. The Federally-threatened orchid species small-whorled pogonia has also been documented at one location in Manchester. A GIS species distribution model developed by NatureServe specifically for this species across its range was referenced during the field surveys in hopes of targeting additional populations.



Figure 17 This globally rare *Atlantic white cedar – giant rhododendron swamp* attests to the significance of Manchester’s biological heritage. The public can explore this rare natural community along with many other fascinating features at the Manchester Cedar Swamp, which is owned and managed by The Nature Conservancy.

Unfragmented Lands and Habitat Connectivity

Unfragmented lands are relatively large blocks of forests and other ecological communities within areas of human infrastructure (roads and developed areas) that are not bisected by maintained roads. Fragmentation of natural landscapes by roads and associated development can negatively affect wildlife populations in various ways, from reducing habitat quality and availability to causing direct mortality on roads. Increased predation and nest parasitism along edges of smaller blocks of habitat result in diminished breeding success, and may lead to species loss altogether. The degree of severity of fragmentation depends upon many aspects, such as the size and shape of unfragmented blocks, the species or natural community in question, the extent of loss of natural habitats, intensity of human use, and colonization of invasive species.

The NH Wildlife Action Plan (WAP) developed an unfragmented lands analysis. However, this data layer has inherent errors due to the incorrect classification of roads as being a fragmenting feature. As such, the unfragmented lands were refined to more accurately reflect Manchester's landscape (Figure 18). For the purposes of this project, fragmenting features were defined as 500 feet on either side of existing roadways, including all state and town roads but excluding Class VI roads and trails, as well as private driveways. This assumes that most development occurs within 500 feet of roadways.

Large blocks of unfragmented areas are widely known to support greater biodiversity than smaller blocks. They include a variety of natural habitats such as forests, wetlands, streams, and ponds, but also can include human-modified areas such as agricultural lands and shrublands. As unfragmented areas become smaller due to the construction of roadways and developments, their biodiversity generally decreases. This fragmentation effect has less immediate impact on generalist species or those with small home ranges (such as gray squirrel, raccoon, many amphibians, and small rodents) while affecting and potentially eliminating area-sensitive specialists that need large forested blocks in order to maintain their home ranges and for long-term survival (such as bear, bobcat, moose, various reptiles, wood thrush, and goshawk). Appendix B provides a general list of habitat block size requirements for wildlife to help illustrate this point.

Large unfragmented landscapes also allow wildlife to move among critical feeding, breeding, nesting, and overwintering habitats, and to migrate to new territories. Maintaining connectivity between critical habitats can provide permanent wildlife corridors within the built environment, enabling wildlife populations to survive.

Wildlife must be able to travel safely throughout the landscape to meet their biological needs. Many depend upon a variety of habitats for their survival and may utilize many natural features for travel. These include features such as riparian zones of wetlands, ponds and streams, ridgelines, utility rights-of-way, and forest patches acting as a safe route between two or more habitats. A variety of wildlife can be associated with these corridors, including otter, muskrat, fox, coyote, bobcat, deer, moose, fisher, mink, and bear.

Wildlife corridors are not only significant for mammals but equally as important for amphibians, reptiles, and migratory birds. Both amphibians and reptiles begin to move from their wintering habitats to their respective breeding and nesting grounds in the spring. This is the time of year that most mortality can be noticed as these species travel across roadways in search of suitable habitats. This affect can often be exacerbated as the same individuals must return to their wintering habitats. Thus, there is a great significance in maintaining habitat connectivity, as well as understanding where these patterns of movement are taking place. This latter point can be an especially important tool for community education and awareness about corridors across roadways. It can provide a means to adjust transportation patterns to help eliminate potential road mortality or identify sites for road modifications to allow wildlife to safely cross.

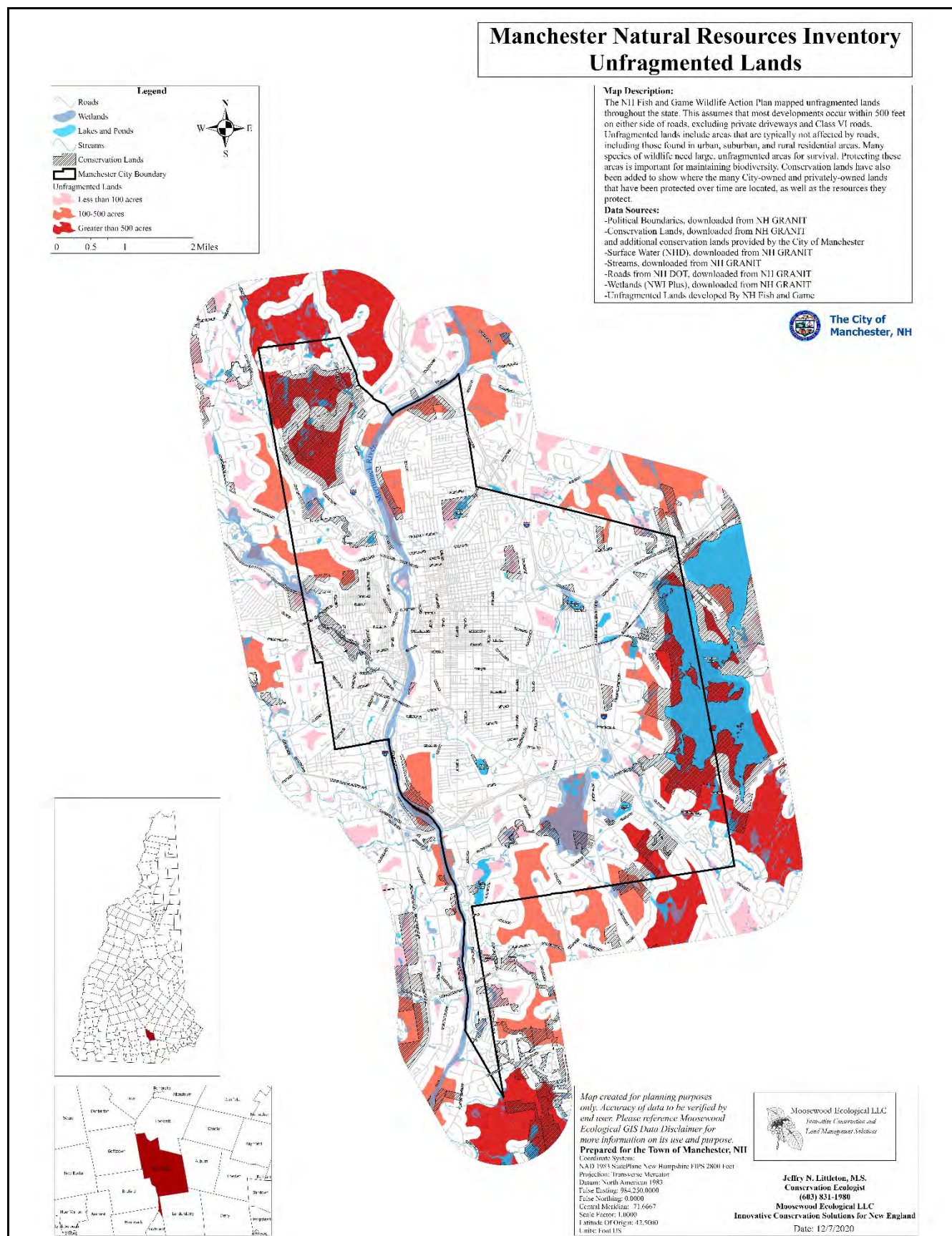


Figure 18 Unfragmented lands in Manchester.

Invasive Species

Invasive species are defined as non-native species that have been introduced to our continent over time and have demonstrated a tendency to reproduce and spread widely, often to the detriment of our native species. They possess many traits that provide them with a competitive edge, including the production of numerous offspring, adaptation to a variety of site and soil conditions, thrive in areas of disturbance, and early, rapid development in the spring.

Cygan (2011) further explains, “These traits allow invasive species to be highly competitive and, in many cases, suppress native species. Studies show that invasives can reduce natural diversity, impact endangered or threatened species, reduce wildlife habitat, create water quality impacts, stress and reduce forest and agricultural crop production, damage personal property, and cause health problems.”

Many of our invasive plants have been brought here for many uses such as ornamental components of landscaping, erosion control, and food for native wildlife. Many other invasive species, including plants, insects, and fungi, were brought to North America inadvertently through shipments of various products from other continents. Historically, this resulted in the demise of American chestnuts and elms, as well as the beech bark scale disease that reduces this species vigor and causes death. Currently, we are dealing with many other pathogens that are affecting our forests, including emerald ash borer, hemlock wooly adelgid, Asian long-horned beetle, and red pine scale.

As with most communities in New Hampshire, Manchester has certain areas that have a strong presence of invasive plants while other areas may have relatively low to no pressure. Edges of natural habitat including shorelines and road frontage, powerlines, recently logged areas, old farm fields, and abandoned buildings and properties are especially likely to have invasive plant species, as we found in Manchester. Invasive plants were observed in all locations visited in 2020, as well as along roadsides. See the accounts from site visits above to better understand species distribution in the City.

Most wetlands had purple loosestrife, Japanese knotweed, and/or phragmites. Aquatic invasive plants include variable milfoil and Brazilian waterweed found in the Merrimack River and variable milfoil and fanwort observed in Massabesic Lake. Typical upland invasive

plants observed included Japanese knotweed, Asiatic bittersweet, glossy buckthorn, Japanese barberry, multi-flora rose, burning bush, Norway maple, autumn olive, and bush honeysuckles. Other invasive species are likely present throughout Manchester in both terrestrial and wetland habitats.



Figure 19 This wetland along South Mammoth Road near Manchester’s southern boundary is loaded with a dense patch of phragmites along with purple loosestrife. The level of abundance of these two invasive species does not make it practical for restoration.

AGRICULTURAL AND FOREST RESOURCES

Important Agricultural Soils

In response to the Farmland Protection Policy Act of 1981³, agricultural soils were mapped by the US Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS). Based on a variety of physical and chemical properties (i.e., drainage, texture, hydric regime, pH, erodibility factor), these soils have been identified as being among the most productive lands for many types of farming practices. These include prime farmland soils, farmland soils of statewide importance, and farmland soils of local importance. Each is defined below by the USDA NRCS:

Prime Farmland

- ◆ Soils that have an aquic or udic moisture regime and sufficient available water capacity within a depth of 40 inches to produce the commonly grown cultivated crops adapted to New Hampshire in 7 or more years out of 10.
- ◆ Soils that are in the frigid or mesic temperature regime.
- ◆ Soils that have a pH between 4.5 and 8.4 in all horizons within a depth of 40 inches.
- ◆ Soils that have either no water table or have a water table that is maintained at a sufficient depth during the cropping season to allow cultivated crops common to New Hampshire to be grown.
- ◆ Soils that have a saturation extract less than 4 mmhoc/cm and the exchangeable sodium percentage is less than 15 in all horizons within a depth of 40 inches.
- ◆ Soils that are not frequently flooded during the growing season (less than a 50% chance in any year or the soil floods less than 50 years out of 100.)
- ◆ The product of the erodibility factor times the percent slope is less than 2.0 and the product of soil erodibility and the climate factor does not exceed 60.
- ◆ Soils that have a permeability rate of at least 0.06 inches per hour in the upper 20 inches.

³ As defined by the USDA NRCS: “The Farmland Protection Policy Act of 1981 was established to minimize the extent to which Federal programs contribute to the unnecessary and irreversible conversion of farmland to non-agricultural uses.

- ◆ Soils that have less than 10 percent of the upper 6 inches consisting of rock fragments larger than 3 inches in diameter.

Farmland of Statewide Importance

These soils refer to land that is not prime or unique but is considered farmland of statewide importance for the production of food, feed, fiber, forage and oilseed crops. Criteria for defining and delineating farmland of statewide importance are determined by a state committee chaired by the Commissioner, New Hampshire Department of Agriculture, Markets and Food, with members representing the University of New Hampshire Cooperative Extension, New Hampshire Association of Conservation Districts and the New Hampshire Office of State Planning. The NRCS State Soil Scientist serves on this committee in an advisory capacity. The original criteria were established on June 20, 1983. It was updated on December 7, 2000.

Soils of statewide importance are soils that are not prime or unique and:

- ◆ Have slopes of less than 15 percent
- ◆ Are not stony, very stony or bouldery
- ◆ Are not somewhat poorly, poorly or very poorly drained
- ◆ Includes soil complexes comprised of less than 30 percent shallow soils and rock outcrop and slopes do not exceed 8 percent.
- ◆ Are not excessively drained soils developed in stratified glacial drift, generally having low available water holding capacity.

Farmland of Local Importance

Farmland of local importance is farmland that is not prime, unique or of statewide importance, but has local importance for the production of food, feed, fiber and forage. Criteria for the identification and delineation of local farmland are determined on a county-wide basis by the individual County Conservation District Boards. The original criteria were established on June 20, 1983. Updates are noted according to the county

initiating the update. The criteria for soils of local importance in Manchester are as follows:

- ◆ Soils that are poorly drained, have artificial drainage established and are being farmed.
- ◆ Specific soil map units identified from the NRCS county soil survey legend, as determined by the Conservation District Board.

The Natural Resources Conservation Service reports that important agricultural soils cover approximately 4,818 acres, or roughly 22% of Manchester (Table 7 and Figure 20). However, these data do not reflect the areas that have been developed, and therefore important agricultural soils occupy much less of an area. Prime farmland soils make up about 0.3% of the total acreage of agricultural soils, while farmlands of local and statewide importance represent roughly 21% of these soils.

Table 7 Summary of important soils for farm production in Manchester.

Important Soil Type	Size (acres)	% of City
Prime Farmland Soils	74.1	0.3%
Farmland Soils of Statewide Significance	1,208.5	5.4%
Farmland Soils of Local Significance	3,535.6	15.8%

SOURCE: USDA Natural Resources Conservation Service soils (2009).

Other important agricultural resources include active farmlands. Aerial photography interpretation revealed four areas as active agriculture in Manchester. These included hayfields. These sites should be field checked for accuracy and to add other active farmlands.

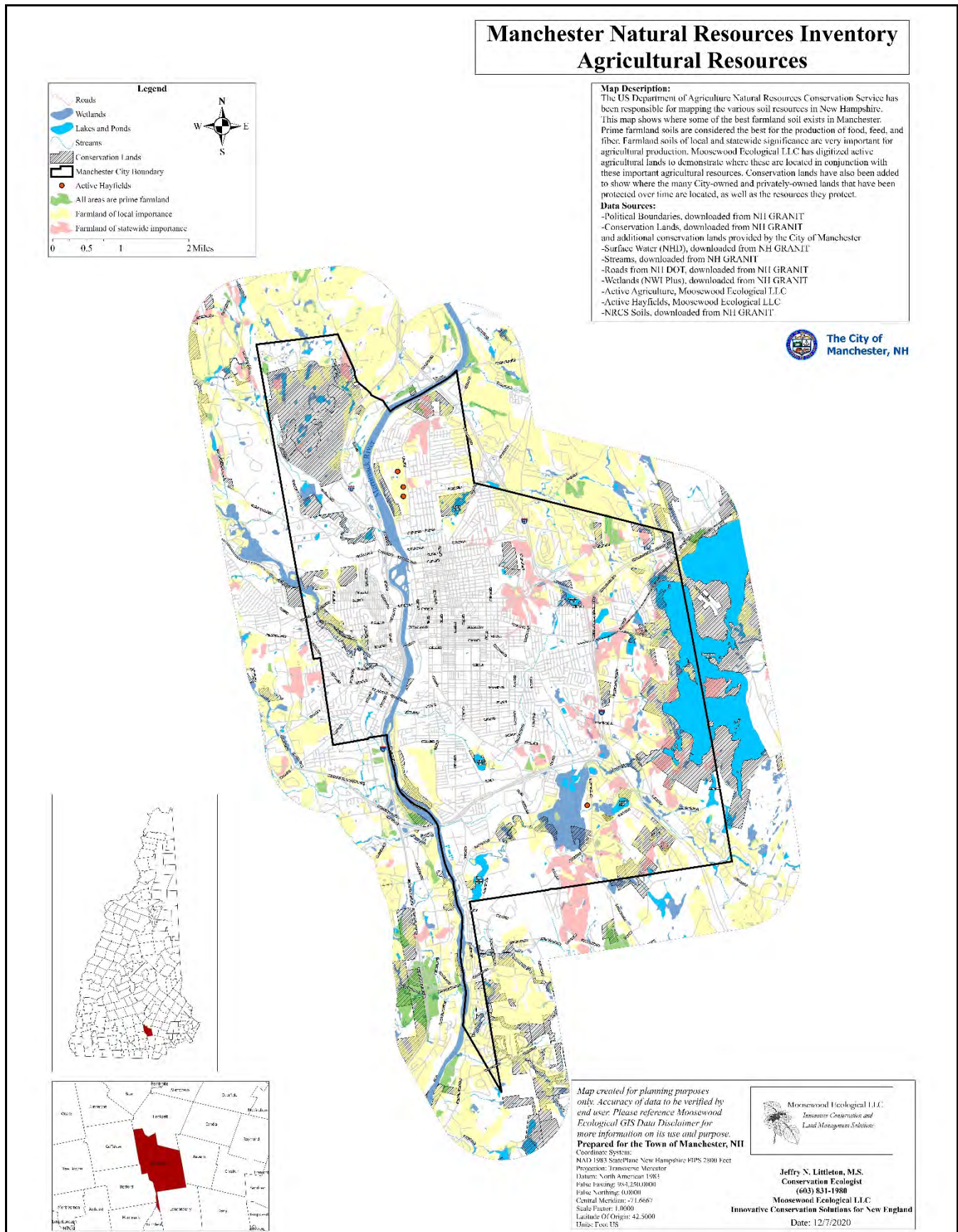


Figure 20 Agricultural resources in Manchester.

Important Forest Soils

Forest resources within New Hampshire are significant for many reasons. They provide a multitude of forest products, clean air, substantial habitats for wildlife and plants, recreation and tourism opportunities, and sources of employment. They also promote local economies, mitigate the effects of climate change, and provide diverse ecological functions (such as nutrient cycling, carbon sequestration, and water quality maintenance through sediment trapping). For these reasons, it is important to maintain large tracts of forests and to better understand where important and undeveloped forest soils exist in Manchester.

The USDA NRCS has mapped the distribution of important forest soils and has classified them according to their capacity to grow trees. These soils signify areas as providing the most productive lands for timber production. The NRCS has identified three soils groups within this category and have described each as follows:

Forest Soil Class IA

This group consists of the deeper, loamy textured, moderately well, and well-drained soils. Generally, these soils are more fertile and have the most favorable soil moisture relationships. The successional trends on these soils are toward stands of shade tolerant hardwoods, i.e., beech and sugar maple. Successional stands frequently contain a variety of hardwoods such as red oak, beech, sugar maple, red maple, white birch, yellow birch, aspen, and white ash in varying combinations with red spruce, hemlock, and white pine. Hardwood competition is severe on these soils. Softwood regeneration is usually dependent upon persistent hardwood control efforts.

Forest Soil Class IB

The soils in this group are generally sandy or loamy over sandy textures and slightly less fertile than those in group IA. These soils are defined as either moderately well-drained or well-drained. Soil moisture is adequate for good tree growth, but may not be quite as abundant as in group IA soils. Soils in this group have successional trends toward a climax of tolerant hardwoods, predominantly beech. Successional stands,

especially those which are heavily cutover, are commonly composed of a variety of hardwood species such as red oak, red maple, aspen, paper birch, yellow birch, sugar maple, and beech, in combinations with white pine, red spruce, balsam fir, and hemlock. Hardwood competition is moderate to severe on these soils. Successful softwood regeneration is dependent upon hardwood control.

Forest Soil Class IC

The soils in this group are outwash sands and gravels. Soil drainage is typically found to range between somewhat excessively to excessively well-drained, but can be moderately well-drained. Soil moisture is adequate for good softwood growth, but is limited for hardwoods. White pine, red maple, aspen, and paper birch are common in early and mid-successional stands. Successional trends on these coarse-textured, somewhat droughty, and less fertile soils are toward stands of shade tolerant softwoods, i.e., hemlock and red spruce. Hardwood competition is moderate to slight on these soils. Due to less hardwood competition, these soils are ideally suited for softwood production. With modest levels of management, white pine can be maintained and reproduced on these soils. Because these soils are highly responsive to softwood production, especially white pine, they are ideally suited for forest management.

The Natural Resources Conservation Service reports that important forest soils represent nearly 9,288 acres, or approximately 42% of Manchester (Table 8 and Figure 21). However, this data does not reflect the areas that have been developed, and therefore important forest soils occupy much less of an area. Forest soil groups IA and IB make up the majority of this resource and are most ideally suited for hardwood production. Soil group IC appears to be more restricted to stream drainages where outwash sands and gravels were deposited by glacial activity about 11,000 years ago.

Table 8 Summary of important forest soils for timber production in Manchester.

Important Soil Type	Size (acres)	% of City
Hardwood Production (Groups IA and IB)	6,174.6	27.6%
Softwood Production (Group IC)	3,113.2	13.9%

SOURCE: USDA Natural Resources Conservation Service soils (2009).

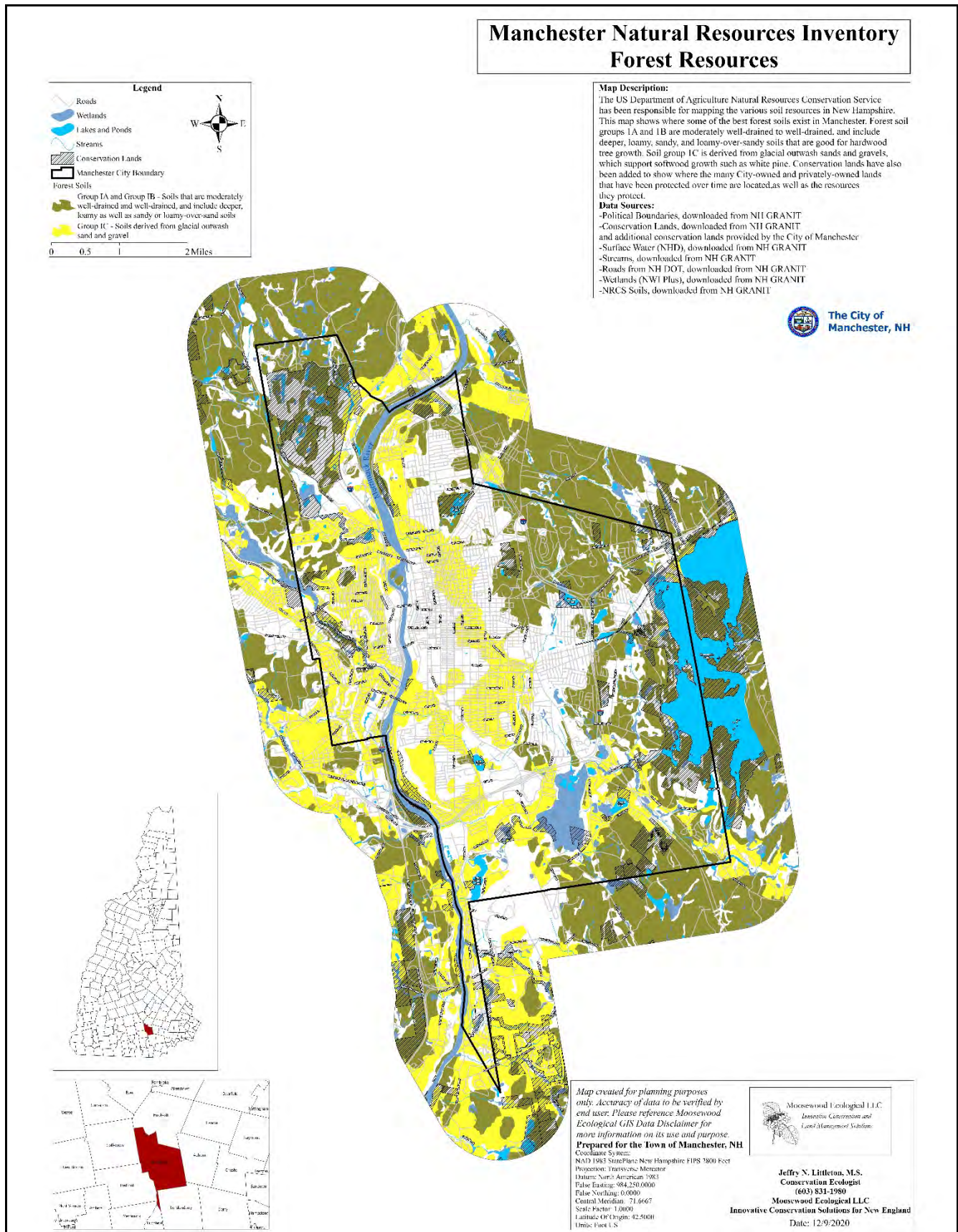


Figure 21 Forest resources in Manchester.

CONSERVATION AND PUBLIC LANDS

Conservation easements and ownership by public entities help to protect open space, natural resources, and traditional land uses. These lands will remain undeveloped and in their natural state, often in perpetuity, to support important environmental and/or aesthetic functions. Some may also be used for agriculture, forestry, and/or outdoor recreation. Either way, they ensure the continued functioning of natural processes, support the continuance of traditional uses, and the access to recreational resources that are essential to sustaining Manchester's character and quality of life.

The authors reviewed existing sources of mapped conservation lands, including the NH GRANIT database and input from the Manchester Planning and Community Department. Numerous conservation parcels were added to those provided by NH GRANIT. Each parcel was assigned to one of two protection codes based on the nature of the ownership and conservation protection of the parcel. A dataset of parcels with some sort of conservation restrictions, including conservation easements, was produced and is displayed in each map as a base layer.

Manchester's updated conservation and public lands are displayed in Figure 23. The history, nature, method, and parties involved with "conservation" in Manchester are highly variable. A number of parcels are protected with legally binding conservation restrictions, including conservation easements held by a variety of non-governmental organizations. A number of City-owned parcels are not specifically protected by legal restrictions, but have a history of traditional open space uses, and these are included as conservation lands. The final conservation lands dataset is inclusive of not only natural open space areas, but also public lands that have a variety of active outdoor uses. Each parcel was assigned a code representing the nature of the conservation level, including type of protection and a brief description of each (Table 9).

Based on the new conservation and public lands mapping, Manchester has a total of 3,941.7 acres of conservation open space. This represents nearly 18% of the total area of the City. By way of comparison, the combined five boroughs of New York City have about 21% of area within the municipal corporate boundary devoted to open space uses.¹ Table 10 below shows total acreages of conservation lands in Manchester by protection type.

¹ 2017 City Park Facts. The Trust for Public Lands.

Table 9 Descriptions of land conservation types in Manchester.

Code	Protection Type	Description
CE	Conservation Easement	Legal conservation restrictions enforced by an agency or land trust
FO	Fee Ownership	Property held in fee by a municipality, land trust, or agency as conservation land (may also have an easement)

Table 10 Conservation lands in Manchester by type and acreage.

Protection Type	Acreage
Conservation Easement	833.6
Fee Ownership	3,108.1

SOURCE: GRANIT Conservation Lands database (2018) and City of Manchester (2020)



Figure 22 Massabesic Lake serves as Manchester’s major source of drinking water and affords various conservation benefits in order to help protect water quality. This panoramic picture views across an emergent marsh with the lake in the background.

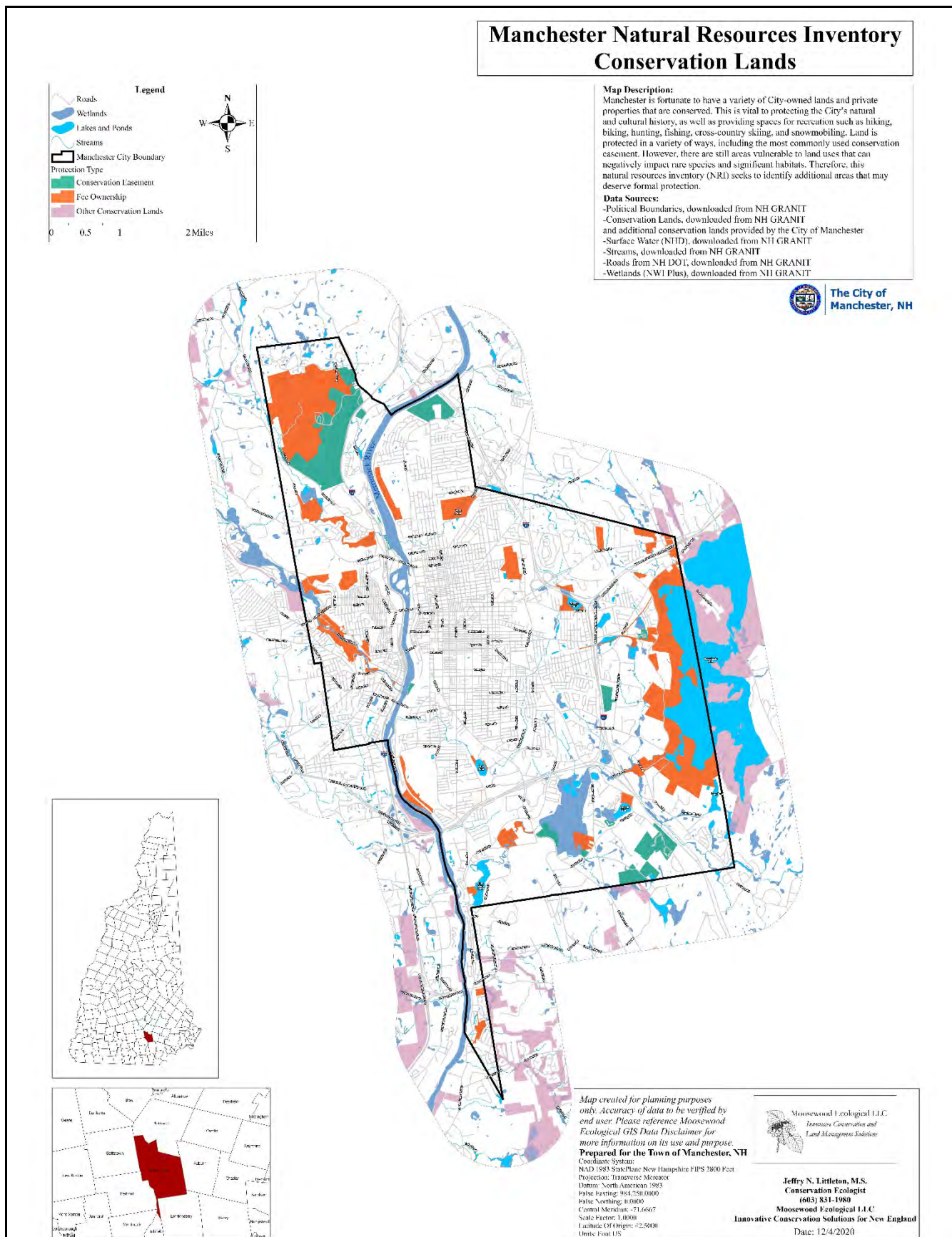


Figure 23 Conservation lands in Manchester.

CLIMATE CHANGE AND RESILIENT LANDSCAPES

Communities throughout the world are experiencing intensifying effects of global climate change, including rising annual base temperatures, more frequent and extreme storms, flooding, drought, tornados, and other weather events, rising sea levels, and changes in natural ecosystems. Several agencies and organizations have developed information and tools to help communities prepare for immediate and long-term climate change impacts. This section briefly outlines resources available from the New Hampshire Fish and Game (NHFG) Department, the U.S. Environmental Protection Agency (EPA), and The Nature Conservancy (TNC) to guide municipal conservation planning.

Climate Change in New Hampshire

Over the past century, temperatures in New Hampshire and throughout the Northeast have risen 2 -3 degrees (F), average annual precipitation has increased by 10 percent, and extremely heavy storms have increased 70 percent since 1958 (U.S. EPA 2016). The past few decades have seen earlier springs, hotter and drier summers, rising sea levels and severe storm surges that damage property and infrastructure. Continued climate-related changes will also impact agriculture, forestry, winter recreation, and other economic sectors, as well as increase human health risks through heat stress, air pollution, and insect-borne diseases like Lyme disease and West Nile virus.

Warmer annual temperatures will also promote the spread of invasive insects and plants. One example is hemlock wooly adelgid, a small invasive insect that kills eastern hemlock species. Accidentally introduced to Virginia from Japan in 1951, it has extended its range from Georgia to Maine, limited only by cold winters in northern regions. Eastern hemlock thrives in a unique ecological niche, forming dense groves on steep slopes and along stream corridors, stabilizing soils and providing shade for wildlife, including moose, black bear, migratory birds, salamanders, and diverse lichen and plant communities. As the wooly adelgid continues to extend northward, the loss of hemlock will result in cascading effects throughout forest ecosystems.

Recent research by the University of New Hampshire indicates that in the Upper Merrimack River watershed in New Hampshire, snow cover in winter may decline from the current average of 60 days per year to just 18 days per year in the next 20 to 30 years, and that

hot summer days of 90 degrees (F) or more may increase to 70 per year by the end of the century (Samal et al. 2017). This will increase the probability of flooding and accelerate inputs of nutrients, polluting the water and depleting fish species, with the most intense impacts in urban areas. Warming temperatures will also encourage further spread of invasive plants such as Asian bittersweet, Japanese knotweed, and glossy buckthorn, which outcompete native plant species that provide better food sources for migratory birds and other wildlife. This, in turn, can displace native wildlife communities from changes in plant community composition and structure. Land use policies that prevent sprawl and improved storm and wastewater infrastructure will help limit climate change related impacts and protect both terrestrial and aquatic ecosystems. More information on climate change impacts in New Hampshire can be found at the EPA's website: <https://19january2017snapshot.epa.gov/climate-impacts/climate-change-impacts-state.html>.

Planning for Climate-resilient Landscapes

Conservation plans traditionally have focused on identifying natural communities, existing protected lands, rare species and habitats, and resources essential for humans, such as aquifers and drinking water protection areas. The Nature Conservancy has expanded on this approach by emphasizing “ecological resilience,” which is defined as the ability of plants, animals, natural communities, and ecological processes to respond to and recover from major disturbances.

Their recently released Resilient and Connected Landscapes study (Anderson et al. 2016) provides maps of climate-resilient sites, biodiversity hotspots, and corridors for species movement across eastern North America. These sites have the greatest potential for allowing species and ecological systems to survive climate-related changes over the long term and are identified through three measures of landscape-level resilience: geophysical diversity, connectedness, and biological condition. Figure 24 shows the resilient landscape for the Manchester area.

Geophysical diversity describes the variety of landforms, geology, soils, and water features that support distinctive ecological communities. New Hampshire's diverse geophysical settings, including coastal beaches and salt marshes, river floodplains, upland forests, and mountain ridgelines, each support plant and animal communities and ecological functions that have evolved within those settings. Within this geophysically diverse landscape are sites that are

relatively protected from extremes in precipitation and temperatures, and thus may provide natural strongholds for ecological communities over the long-term.

Landscape connectedness indicates the degree to which species can move across the landscape while avoiding roads, development, and other human-altered areas. Wildlife needs to access various habitats throughout their annual and life cycles, and plants need to extend their ranges over longer time periods due to changes in climate and weather. Sites that provide corridors for movement of species and ecological systems over time will allow natural systems to persist in the face of climate change.

Biological condition describes both the natural and anthropomorphic components of a site. Natural components include the species composition, presence of endangered, threatened, or rare species and communities, and ecological processes needed to maintain a natural community. Anthropomorphic considerations include impacts of human land use, air and water pollution, and introduction of invasive species.

The TNC Resilient and Connected Landscapes website describes the following concepts:

- Resilient Area: places buffered from climate change because they contain many connected micro-climates that create climate options for species.
- Flow: the movement of species populations over time in response to climate. Flow tends to concentrate in the zones and corridors described below.
- Climate Corridor: narrow zone of highly concentrated flow, often riparian corridors or ridgelines.
- Climate Flow Zone: broad areas of high flow that is less concentrated than in the corridors - typically intact forested regions.
- Confirmed Diversity: known locations of rare species or unique communities based on ground inventory. Unconfirmed areas may contain the same species.

More information on resilient and connected landscapes can be found on the TNC website:

<https://www.conservationgateway.org/ConservationByGeography/NorthAmerica/UnitedStates/edc/reportsdata/terrestrial/resilience/Pages/default.aspx>.

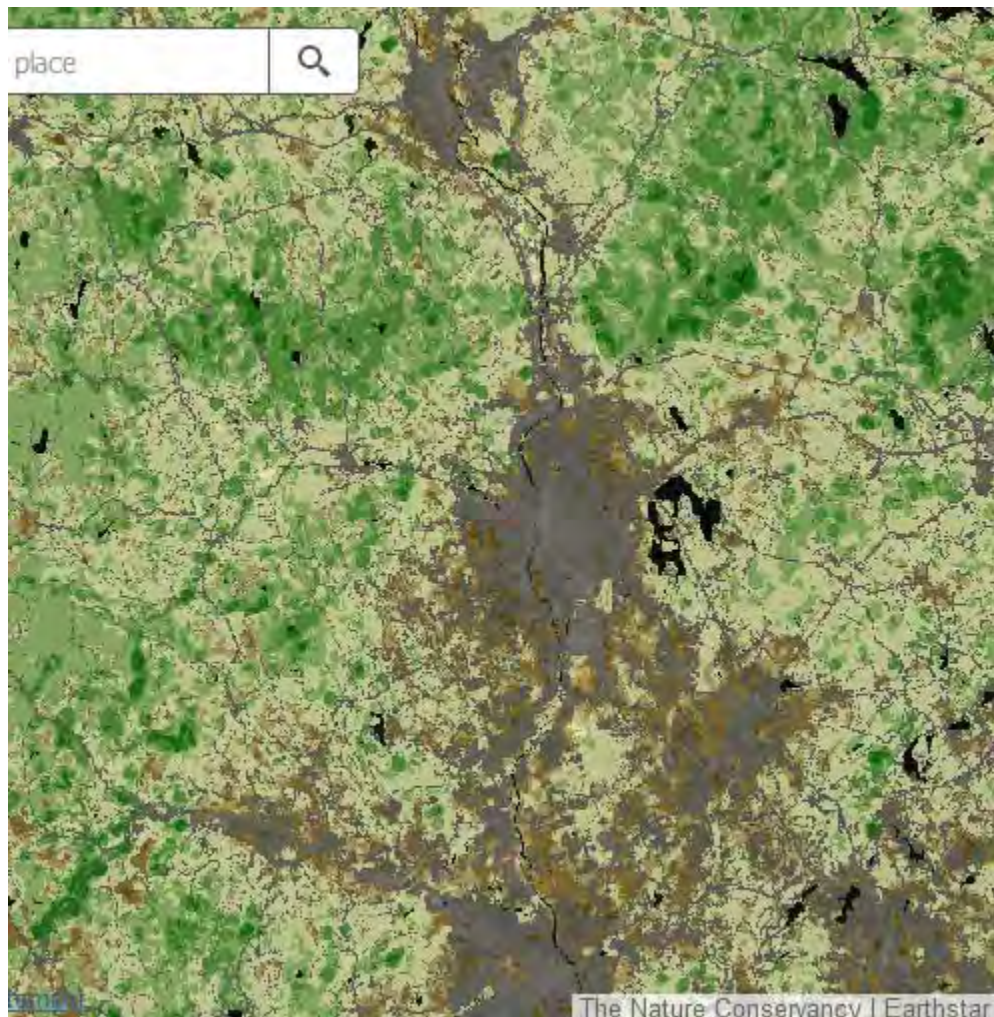


Figure 24 The Nature Conservancy resilient landscapes map for Manchester. Areas in green have higher resilience and yellow has average resilience while the brown areas are less resilient. Gray areas represent developed areas.

New Hampshire Wildlife Action Plan

In 2005, New Hampshire Fish and Game (NHFG) Department released its initial Wildlife Action Plan (WAP), which was an assessment of native species and habitats aimed at identifying those most at risk from habitat loss, pollution, invasive species, disease, and many other factors, and outlining strategies to manage and protect them. Risk assessments for species and habitats followed a protocol used by all northeastern states and yielded a list of 118 Species of Greatest Conservation Need (SGCN) in the state, as well as 27 distinct habitats that support both common species and SGCN (Fuller et al. 2005). In addition to extensive information on

species and habitats, this plan provided conservation professionals and communities with maps of ecologically significant landscapes to help guide planning and management efforts.

Over 10 years, NHFG worked with dozens of partner agencies, organizations, universities, municipalities, and volunteers to implement the plan, acquiring thousands of acres of high priority habitats for conservation, providing technical assistance to landowners and land managers, removing obsolete dams to improve fish passage, and many other actions to enhance and protect wildlife and habitats. The 2015 WAP incorporates new data and extensive public input, as well as climate change related threats. This plan identifies 169 wildlife species as SGCN, 105 of which were listed in the 2005 plan, and includes the original 27 distinct habitat types that support common and SGCN species.

Table 11 lists habitat types occurring in Manchester that are most at risk from various factors.

Table 11 2015 NH Wildlife Action Plan - Habitats at risk within the City of Manchester, NH.

WAP Habitat	Acres
Appalachian-oak-pine forest	2,039.6
Floodplain forest	279.0
Grassland	196.0
Hemlock-hardwood-pine forest	1,369.6
Open water	1,339.3
Peatland	84.8
Rocky ridge	2.2
Sand/gravel	81.4
Temperate swamp	138.3
Marsh and shrub wetland	569.5

For more information on the 2015 Wildlife Action Plan, go to the NHFG website:
<https://www.wildlife.state.nh.us/wildlife/wap.html>.

SCENIC, CULTURAL, AND HISTORIC RESOURCES

The City of Manchester is rich in scenic, cultural, and historic resources. It has been at one of the centers of major commerce in New Hampshire since the 1700s. Its gentle topography combined with multiple prospects afforded by the Merrimack River and its formidable floodplains has provided ample opportunities for humans for thousands of years. Not only did the early European colonists recognize the importance and human value of Manchester's natural landscape, but indigenous peoples knew the significance of this area for their livelihood.

The landscape of Manchester has been shaped by repeated glacial events for hundreds of thousands of years. The most recent glacier that influenced the City, the Laurentide Ice Sheet, retreated about 12,000 years ago, providing the opportunity for a fresh start for wildlife, plants, people, and other organisms to recolonize the area. The glacier, through advancement and retreat, has helped to shape the landscape that drives wildlife habitats and plant communities, and ultimately land use by humans.

The Merrimack River valley contributed greatly to the City's biodiversity. Rich in assorted habitats such floodplains, wetlands, vernal pools, rocky ridges, and forests, Manchester provided an abundant food supply of wildlife and plants. Before the installation of dams, the Merrimack River boasted healthy fish populations for the bounty, some venturing from the Atlantic Ocean to spawn in the freshwaters of the Merrimack River. Moose, deer, bear, beaver, and other game provided additional forms of sustenance, as well as the many plants for harvesting, such as blueberry, huckleberry, dewberry, and so many others.

Prior to European settlement, native peoples occupied the area. The Namaoskeag Indians, part of the Penacook Tribe, inhabited the region, particularly along the Merrimack River and its rich natural resources (Searchroots 2020). This tribe inhabited the area around Amoskeag Falls, which served as a favored fishing ground for the Penacooks for thousands of years. Roughly translated, the word Amoskeag means "place of many fish." It is believed that Chief Passaconaway would take up residence here during the fishing season, and it also provided a perfect meeting location for all the other Penacook tribes that revered him as their chief, or *sagamore*. Undoubtedly, due to the various natural resources associated with the Merrimack River and Massabesic Lake, there are numerous archaeological sites in Manchester. One such site is privately owned, being associated within the vicinity of the Amoskeag Bridge.

Upon European settlement in the early 1700s, the land quickly changed. It was incorporated in 1752 as the town of Derryfield, and eventually renamed Manchester in 1810 (Searchroots 2020) at the beginning of an era known as sheep fever. The floodplains provided for excellent farmlands for annual crops, while surrounding areas provided space with pastures for various livestock. Woodlots also adorned homesteads with a source of fuel for cooking and heating. Stonewalls can still be seen in undeveloped areas of the City. These stone walls provide testament to the various farming practices by Manchester's early settlers.

The Merrimack River was another major asset. This water resource provided the means for transportation, food, and energy for what was to become a bustling mill industry, providing jobs for a large workforce. Amoskeag Mill Companies was instrumental with the development of commercial cotton and woolen mills along the Merrimack River (Searchroots 2020). It is believed that this company greatly influenced the prominence of Manchester today. These mills have changed their names and ownership numerous times but have provided a consistent labor force to fuel the economy of the City and surrounding towns. Therefore, the value of the natural resources provided by the Merrimack River has been instrumental in Manchester's cultural history leading to the present times.

The Manchester Cedar Swamp Preserve provides a unique perspective for Manchester's natural landscape and its history. Parts of the area are rugged with glacial erratics and some bedrock outcropping and scattered wetlands that limited its use as farmland. However, certain areas were cleared for pasture just as the adjacent Hackett Hill area. Part of the Hackett Hill conservation area was originally slated to become UNH's Manchester Campus, but the state decided to relocate the campus to the mills along the Merrimack River. While the physical evidence has been mostly erased, it is surmised that many of the conservation lands in Manchester have experienced a long history of land use ranging from agriculture to logging and railways to sports fields.

Other historical uses of the natural resources on conservation lands include the following accounts (City of Manchester 2021):

- Black Brook and Maxwell Pond at Blodgett Park was originally used for ice harvesting by the Amoskeag Ice Company soon after the dam was created in 1900. It also served as a popular spot in the summer for swimming, fishing, and picnicking and in the winter months for ice skating, hockey, and bonfires until the

late 1950s. Excess sedimentation into the stream from upstream developments in the late 1950s and 1960s drastically reduced the water depth of Maxwell Pond. By 2005, the depth of the pond was less than 4 feet, and water quality has diminished to the point that the waterbody was put on the list of impaired waters by the New Hampshire Dept. of Environmental Services. The dam was removed in 2009 due to safety concerns around flooding and the deteriorating condition of the dam. This restoration of Black Brook now provides aquatic connectivity for a variety of aquatic and semi-aquatic species to freely move up and down stream without the impediments of the dam. Today, it is used for walking along its nature trails and fishing.

- Historically known as Skenker's Pond and Mosquito Pond, The City of Manchester opened Crystal Lake as a public swimming spot and picnic area on the northern end in 1919. It is accessible today from Crystal Lake Park. Melody Pines Day Camp was established in 1952. This private day camp has been handed over to and managed by three generations as a family business.
- Livingston Park provides public access to Dorrs Pond for paddling canoes and kayaks. In the early to mid-1700s, Ray Brook (and what is now known as Dorrs Pond) was used to power a sawmill. After his father's death in 1758, John Stark (Revolutionary War hero) took over operations at the mill. General John Stark abandoned the mill to fight in the War, and it was never used again. Ray Brook was dammed in 1862, creating Dorrs Pond, and was used for ice harvesting. It was believed that elephants from travelling circuses were taken to Dorrs Pond to cool down. Amoskeag Manufacturing Company purchased the property in the early 1900s and removed the dam due to its "biological richness and nuisance sports fishing for the stocked German carp." Then, in 1923 the Company deeded the property to the City to be used as a summer swimming area. While it quickly became a popular swimming hole it soon lost its popularity in the 1930s.
- Precourt Park provides boat access to Nutt Pond. This pond has had several names over the years and had many uses as well. In the mid-1700s a wooden garrison was built to provide colonists a safe haven from "Native American attacks." The Manchester Coal and Ice Company harvested ice from Nutt Pond until the 1920s.

Ice harvesting most likely began in the 1860s and was owned by three other companies before the Manchester Coal and Ice Company owned the rights to harvest ice. In 1938, Nutt Pond became a popular recreation area and swimming hole. Due to the increased popularity of Nutt Pond for swimming, the NH Fish and Game treated the pond with chlorine, which eliminated the need to manage it for its fisheries. The Manchester Coal and Ice Company sold the northern lot to the City in 1951. In the 1950s and 1960s, Nutt Pond became even more popular for swimming but was closed as such in 1968 due to high levels of bacteria despite continued efforts to treat the pond with chlorine. It was later determined that the pollution that increased the rates of bacteria was from a sewer fallout upstream of the pond. The continued pollution problem resulted from commercial and multi-family housing during the 1960s and 1970s. Today, Nutt Pond still has issues with pollution as documented through annual water quality monitoring efforts by the Urban Ponds Program.

- Pine Island Pond is accessible from Pine Island Park along its western shore. An amusement park was developed at Pine Island Park by Manchester Traction, Light & Power Company in 1902. Pine Island Pond was also used for swimming and paddling. It closed in 1962. At one point the park served as a 4-H educational center. It still remains a popular area for swimming and fishing.
- Access to Stevens Pond is provided by City property via a boat ramp on its southern shore. Today, it is still used for paddling, bird watching, fishing, and skating. In 1952, NH Fish and Game attempted to kill off all fish species in the pond in an attempt to create small-mouth bass fishery. While the kill was not totally complete, they did stock the bass over a 2-year period, while also introducing two species of crayfish. Fish surveys conducted in 1958 revealed that the dominant fish in Stevens Pond was brown bullheads and common suckers despite the attempt at creating a small-mouth bass pond. The water quality soon deteriorated after the construction of Interstate 93 in 1964. Water quality sampling from 1981-1997 indicated dramatic increases in conductivity, sodium, and chloride due to toxic runoff from the Interstate. Water sampling since has still indicated elevated levels of a variety of pollutants.

Conservation lands, cemeteries, and City parks provide part of our cultural identity within Manchester (Figure 26). Some conservation lands, such as the Manchester Cedar Swamp Preserve, are open to the public. However, not all conservations are accessible by the public as they may be privately-owned. All City-wide parks are open for public use and enjoyment. There are a total of 46 City parks distributed throughout the Queen City (Table 12). These total over 1,000 acres of publicly-owned lands. Popular sites include Rock Rimmon Park, Piscataquog River Park, and Great Cohas Swamp.



Figure 25 A spectacular view of the Queen City from atop Rock Rimmon.

Table 12 List of City Parks by acreage.

Park Name	Park Type	Acres
Arms Park (Riverfront Park)	River Park System	4.7
Bass Island	River Park System	1.3
Bronstein Park	Downtown Park	2.8
Brown-Mitchell Park	Neighborhood Park	2.1
Calef Road Tennis Courts	Neighborhood Park	2.1
Crystal Lake	City-Wide Park	15.4
Derryfield Country Club	City-Wide Park	116.4
Derryfield Park	City-Wide Park	93.5
Enright Park	Neighborhood Park	0.9
Gateway Park	River Park System	0.5
Gill Stadium	City-Wide Park	8.1
Goffs Falls Park	Neighborhood Park	2.9
Great Cohas Swamp	River Park System	84.2
Harriman Park	Neighborhood Park	0.4
Howe Park	Neighborhood Park	1.2
John F. Kennedy Collisum	City-Wide Park	2.3
Kalivas Park	Downtown Park	1.5
Kosciusko Park	Downtown Park	0.0
Lafayette-Simpson Park	Neighborhood Park	3.1
Livingston Park	City-Wide Park	132.9
Martineau Park	Neighborhood Park	0.2
Massabesic Lake Park	City-Wide Park	13.8
McIntyre Ski Area	City-Wide Park	54.3
Medford Street Park	Neighborhood Park	4.5
Oak Park	Neighborhood Park	2.6
Pine Island Park	City-Wide Park	8.1
Piscataquog River Park	River Park System	112.5
Precourt Park	City-Wide Park	32.3
Prout Park	Neighborhood Park	5.7
Pulaski Park	Downtown Park	2.3
Raco-Theodore Park	City-Wide Park	6.6
Rock Rimmon Park	City-Wide Park	106.6
Saint Anthony Park	Neighborhood Park	7.7
Samuel Blodget Park	City-Wide Park	44.6
Sheehan-Basquil Park	Neighborhood Park	8.1
Sheridan-Emmett Park	Neighborhood Park	5.2
Stanton Plaza	Downtown Park	0.9
Stark Park	City-Wide Park	29.9
Stevens Park	Neighborhood Park	5.2
Stevens Pond	City-Wide Park	49.4
Sweeney Park	Neighborhood Park	1.6
Veterans Memorial Park	Downtown Park	3.8
Victory Park	Downtown Park	2.0
Wagner Park	Neighborhood Park	1.5
Wolfe Park	Neighborhood Park	10.5
Youngsville Park	City-Wide Park	16.6

Cemeteries also serve as a cultural resource. There are 15 cemeteries in Manchester, totaling 220 acres (Figure 26). These areas provide a sense of history, as well as places for leisurely walks and often times great birding spots. Access to and enjoyment of water resources for recreation is a major part of our culture. There are several locations where access to public waters is available (Figure 26). These include a beach at Crystal Lake Park; five boat launches to access the Merrimack River, Piscataquog River, and Humphrey Brook; two cartop launches for canoes and kayaks along the Merrimack River at the Amoskeag Bridge and Dorr's Pond at Livingston Park; and two points of foot access, including one to the Merrimack River at Arms Park (Riverfront Park) and one at Pine Island Pond at Pine Island Park.

An additional cultural resource includes the Urban Ponds Program in Manchester, which was established in 2000 (City of Manchester 2021). The initial tasks of the Program included evaluating and monitoring seven ponds to assess their potential for restoration. These included Crystal Lake, Dorrs Pond, Maxwell Pond/Black Brook, McQuestion Brook, Nutt Pond, Pine Island Pond, and Stevens Pond. The original goal of the project was to “return the ponds to their historic uses (such as boating, fishing, and swimming).” To meet this goal, the following objectives were identified:

1. Promote public awareness, education, and stewardship.
2. Reduce pollutant loading and nutrient inputs to improve water quality.
3. Maintain or enhance biological diversity.
4. Provide improved recreational uses at each pond.

The City has worked on a variety of restoration projects since 2000. In addition, it continues to work on other activities, including:

- Annual maintenance of 10 informational kiosks
- Annual e-newsletter
- Annual spring pond and park cleanups
- Annual water quality sampling and data analysis
- Publication updates. Social media and website updates.

The program received an Environmental Merit Award from the Environmental Protection Agency in 2011. This award recognizes the outstanding contributions for the protection of New England's environment. In addition, the Mayor and Board of Aldermen formally recognized several long-time volunteers for their contributions at pond and park cleanups. For more information on the program, including the results of the pond cleanups and water quality monitoring see the following website, please visit the Environmental Protection Department's page on pond restoration on the City of Manchester's website.

Being rich in wetlands, rivers, and streams, Manchester has numerous scenic views that offer observers the opportunity to appreciate Manchester's landscape (Figure 26). The Piscataquog River Park provides some stunning views of the river from both the trail system, as well as from the bridge overlooking the vast view of the Piscataquog River. Similarly, Rock Rimmon affords an opportunity to overlook the City from atop a rocky prominence that sits about 100 feet above the City. In addition, the numerous access points for public waters also provide scenic opportunities to appreciate Manchester's landscape.

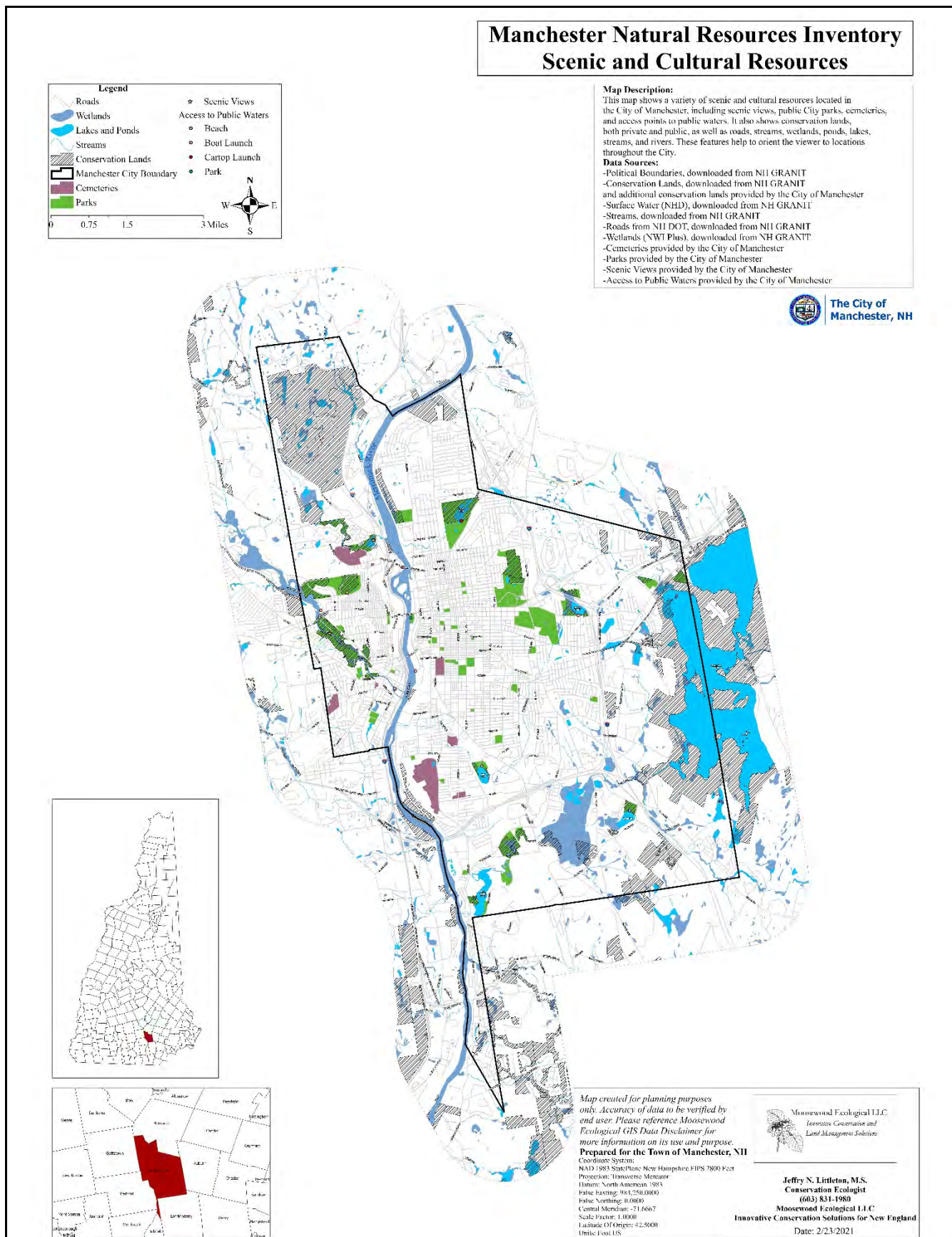


Figure 26 Scenic and cultural resources in Manchester.

CONSERVATION FOCUS AREAS and POTENTIAL MITIGATION SITES

This section provides guidance for future conservation planning in the City. The areas of focus should be the use of land acquisition to protect natural resources and the mitigation of human impacts on the environment with natural resources management, such as managing stormwater and invasive plants. Due to the high degree of development combined with the distribution of conserved lands, Manchester has limited open space available. As such, this creates a challenge for effectively mapping CFAs. Therefore, we have provided a list of sites and/or specific natural resources to serve as CFAs and potential sites for mitigation.

1. The protection and restoration of any existing floodplains and their streams, as well as their existing natural buffers. This effort could protect significant habitats and benefit rare species such as bald eagle, Jeffersons salamanders, and Wright's spikesedge (State-endangered), as well as potentially rare natural communities.
2. The protection of all wetlands, especially high value wetlands, and their existing natural buffers. This effort could help protect habitat for rare reptiles and plants.
3. The protection of stream and river shorelines and their existing natural buffers, particularly focusing on the Merrimack River, Piscataquog River, and Cohas Brook. This effort could help protect habitats for rare natural communities, plants, and wildlife.
4. The City should expand efforts to build upon land protection for natural habitats adjacent to existing conservation lands. This would maximize biodiversity and overall conservation values.
5. The City should continue to pursue restoration efforts for the Urban Ponds Program to help reduce toxic pollutants and manage invasive plants. Based on historical averages of water quality data, the following appear to be priorities for mitigation planning based on the latest water quality reporting through the City's Stormwater Management Program (McNeill 2018).
 - a. Dorrs Pond, Nutt Pond, and Pine Island Pond have chlorophyll-a levels that are "more than desirable."
 - b. Dorrs Pond inlet, Nutt Pond, and Stevens Pond may exceed the threshold for chloride on more than one occasion throughout the monitoring season.

- c. Conductivity levels for Crystal Lake and Pine Island Pond are listed as “moderate impact,” while levels in Dorrs Pond and Nutt Pond have “high impact” and Stevens Pond is considered as “exceeding chronic chloride standards.”
 - d. Dorrs Pond, Nutt Pond, Pine Island Pond, and Stevens Pond has “high to excessive” levels of phosphorus.
 - e. Dorrs Pond (Juniper Street inlet), Nutt Pond, and Stevens Pond “may exceed the threshold for turbidity on more than one occasion throughout the monitoring season.”
6. The following have been identified by the NH Dept. of Environmental Services and US Environmental Protection Agency as impaired waters under the Clean Water Act section 303(d): Crystal Lake, Dorrs, Pond, Pine Island Pond, Nutt Pond, Stevens Pond, Cohas Brook, Black Brook, Rays Brook, Baker Brook, Humphrey Brook, Merrimack River, and Piscataquog River.
 7. The City would greatly benefit from the replacement of undersized and perched culverts to provide aquatic connectivity and help alleviate issues with flooding and excess sedimentation. A good example of an undersized culvert can be found under South Mammoth Road in association with the wetland and stream adjacent to parcel 797-8. This stream runs west and joins Cohas Brook in the Great Cohas Swamp.
 8. Great Cohas Swamp along the Cohas Brook off Mammoth Road is ranked as a high value wetland, as well as the highest ranked habitat in the NH Wildlife Action Plan. Great Cohas Swamp is a highly diverse wetland system and floodplain that is a prime spot for ecological restoration. Land acquisition of adjacent natural habitats, as well as stormwater and invasive plant management provide excellent opportunities for mitigation.
 9. A good habitat restoration projects includes the old, steep river bank west of Pine Grove Cemetery. This area (also known as Pine Grove Cemetery Backlands) and the Smith’s Ferry Heritage Park are prime spots for invasive plant management. The cemetery, steep bank, and floodplain provide a good birding area along the Merrimack River. Installation of pollinator plots within the cemetery would not only enhance wildlife habitat but provide a more aesthetically pleasing environment.

10. The City should review stormwater management sites and prioritize areas that are in need of upgrading to better mitigate the effects of runoff from roadways, parking lots, and other impervious surfaces. Rain gardens can provide a passive source of stormwater management when sited and designed correctly. Typically, these rain gardens include native plants that are beneficial to a variety of pollinators and birds.
11. Manchester should continue to preserve and re-establish tree canopy cover throughout the City, as mentioned in the City's draft Master Plan (Town Planning & Urban Design Collaborative, LLC 2020). This helps to provide clean air, cool streets and buildings, prevent soil erosion, and provide wildlife habitat particularly for birds and pollinators.
12. One particular area that would benefit from habitat protection includes lands to the north, south, and west of the conserved properties associated with Massabesic Lake. Protection of the natural habitats surrounding this area would help protect hemlock-hardwood-pine forests and Appalachian oak-pine forests (which may contain natural communities), as well as potential vernal pools. This may also help to protect upland habitat for rare reptiles.
13. Rock Rimmon would greatly benefit from invasive species management, especially within the rare natural communities.
14. Five major areas in Manchester are noted as having high ecological and conservation values, including lands around Massabesic Lake and Manchester Water Works properties; Great Cohas Swamp and Brook; Piscataquog River; Merrimack River; and Manchester Cedar Swamp/Hackett Hill area. All City-owned properties adjacent to these areas may warrant protection, including the following.
 - a. Cohas Brook and Great Swamp area parcels: 856-3B, 853-34, 885-1, 858-2, 858-3, 858-4, 787-2A, 787-2, 851-1B, and 719-1
 - b. Tributary to Cohas Brook from Crystal Lake parcels: 506-1, 506-42, 506-40, 506-41, 506-39, 506-38, and 506-43
 - c. Massabesic Lake/Manchester Water Works area parcels: 761-2A, 765-21, 761-11, and 765-22

RECOMMENDATIONS

The information provided herein, including the various maps, can be used when considering the adoption of various land use planning techniques or when working with willing landowners on resource protection efforts. The data used to develop this information represents the most current, readily available data to better understand Manchester's natural resources. As such, there are some basic guidelines that the City can use to promote innovative and informed land use planning.

- Protect known rare species populations;
- Protect representative examples of critical habitats for known rare species;
- Protect rare and representative examples of natural communities;
- Protect intact wetland and stream riparian buffers and promote the restoration of degraded areas;
- Support voluntary and regulatory approaches at natural resources protection;
- Build upon existing contiguous protected lands;
- Connect protected lands and other critical habitats with upland, aquatic, and/or riparian corridors, thereby effectively creating green corridors;
- Better understand wildlife movement patterns to identify and design the most effective conservation corridors; and
- Promote community education and outreach regarding Manchester's biodiversity and the importance of long-term protection strategies.

The following general recommendations were based on the findings of the project. These suggested steps should be taken into consideration as Manchester proceeds with community land use planning and education:

1. Incorporate the NRI into the recently developed Manchester Master Plan. This provides a vision for the City from which adaptive land use, conservation, and mitigation planning can be adopted. Also, continue working on other recommendations in the Environment sections of the Master Plan.

2. Develop a comprehensive Conservation Plan that incorporates the data and findings of this NRI. This is the natural next step after the development of an NRI, which provides a detailed road map for conservation and mitigation planning.
3. Build public support for the NRI through informational sessions, published materials, and other means of community education and outreach. This will help to inform the community about its natural resources and future planning.
4. Use the information within the Conservation Focus Areas (CFAs) chapter as a tool for future land protection efforts with landowners willing to engage in land conservation, resource mitigation efforts, and land use regulations and zoning ordinances. Some general guidelines for CFAs have been provided along with specific sites to prioritize. These do not necessarily represent the only focus areas, and situations may change in the future that warrants protection of other areas outside of those mentioned for CFAs. These should be handled on a case-by-case basis.
5. Develop stewardship plans for City-owned lands, incorporating data from this NRI with other existing information on these properties such as forest management plans. Typical elements addressed in stewardship plans include wildlife and habitats, rare species, soils, natural communities, invasive plants and forest pathogens, recreation, forestry, and cultural features. However, since each property is different there may be other aspects to consider. Stewardship recommendations should clearly address management goals and specifically outline short and long-term resource protection measures, including appropriate buffers around sensitive habitats and natural communities, rare plant populations, and cultural features, as well as management activities to foster the proper utilization and enhancement of natural resources.

6. Support efforts to conduct common nighthawk surveys within the City. This is a species of greatest conservation need in NH, and the last time it was observed, according to NH Natural Heritage Bureau, was in 1985. This species is known to build nests on top of suitable buildings. If it is learned that nighthawks are present, then the City could team up with NH Audubon and NH Fish and Game to develop nesting sites in appropriate locations.
7. Due to the tremendous number of culverts within Manchester, it is highly recommended to conduct an assessment throughout the City to prioritize stream restoration sites based on undersized and/or perched culverts. This effort can help alleviate issues associated with flooding and soil erosion while providing aquatic connectivity for wildlife, some of which are rare and would greatly benefit from these restoration efforts. These would make for great mitigation projects for the City.
8. There are at least 2 rare species of grassland birds (one is State-threatened and the other a species of special concern) known to use the City-owned property (Tax Map 768-38) located at 535 Dunbarton Road, which is managed by the Manchester Highway Department. It is highly recommended that this property should be managed for grassland birds. This would include delayed mowing (after August 1st) to protect nestlings until they fledge the nest. Grassland birds and their habitat have been dramatically decreasing over the past several decades.
9. Continue to work with adjacent communities on similar conservation initiatives of common interest. It would be helpful to meet annually with the Conservation Commissions within each of the adjacent communities to build strong relationships and create open lines of communication, as well as to inform these communities about Manchester's conservation planning efforts.

10. Continue with community outreach and landowner education regarding Manchester's natural resources and conservation planning. This can be accomplished in many ways, including workshops, hikes, and printed materials, such as brochures and maps, to help landowners with resource protection and management. A subcommittee of the Conservation Commission could be developed to focus on outreach and education efforts.

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APPENDIX A

GIS DATA AND USE DISCLAIMER

Moosewood Ecological LLC GIS Data Disclaimer

A variety of existing and newly created data layers were used to prepare the Natural Resources Inventory (NRI) maps. These existing data have been developed by numerous government agencies and other sources. They have been produced specifically for the City, the state of New Hampshire, or the entire United States using *remote data*. These sources of remote data were developed from the interpretation of satellite imagery and aerial photography. The data were produced at various scales and therefore, represent different degrees of errors, omissions, and inaccuracies.

The NRI maps are for planning and educational purposes only. They are suitable for general land use planning. However, they are not suitable for detailed site planning and design, including wetlands delineations and other jurisdictional determinations. As such, boundaries of all habitats, including wetlands, and parcels are approximate locations and should be field verified. The accuracy of the data is the end user's responsibility, and Moosewood Ecological LLC cannot be responsible for the accuracy and completeness of the data. Moosewood Ecological LLC makes no warranty, expressed or implied, as to the accuracy or completeness of the data. Furthermore, Moosewood Ecological LLC shall assume no responsibility for any errors, omissions, or inaccuracies in the information provided.

APPENDIX B

HABITAT BLOCK SIZE REQUIREMENTS FOR WILDLIFE

1-19 Acres	20-99 Acres	100-499 Acres	500-2,500 Acres	>2,500 Acres
raccoon	raccoon	raccoon	raccoon	raccoon
	hare	hare	hare	hare
				coyote
small rodent	small rodent	small rodent	small rodent	small rodent
	porcupine	porcupine	porcupine	porcupine
				bobcat
cottontail	cottontail	cottontail	cottontail	cottontail
	beaver	beaver	beaver	beaver
				black bear
squirrel	squirrel	squirrel	squirrel	squirrel
	weasel	weasel	weasel	weasel
		mink	mink	mink
				fisher
	woodchuck	woodchuck	woodchuck	woodchuck
		deer	deer	deer
muskrat	muskrat	muskrat	muskrat	muskrat
			moose	moose
red fox	red fox	red fox	red fox	red fox
songbirds	songbirds	songbirds	songbirds	songbirds
		sharp-shinned hawk	sharp-shinned hawk	sharp-shinned hawk
			bald eagle	bald eagle
skunk	skunk	skunk	skunk	skunk
		Cooper's hawk	Cooper's hawk	Cooper's hawk
		harrier	harrier	harrier
		broad-winged hawk	broad-winged hawk	broad-winged hawk
			goshawk	goshawk
		kestrel	kestrel	kestrel
			red-tailed hawk	red-tailed hawk
		great-horned owl	great-horned owl	great-horned owl
			raven	raven
		barred owl	barred owl	barred owl
		osprey	osprey	osprey
		turkey vulture	turkey vulture	turkey vulture
		turkey	turkey	turkey
most reptiles	most reptiles	reptiles	reptiles	reptiles
	garter snake	garter snake	garter snake	garter snake
	ring-necked snake	ring-necked snake	ring-necked snake	ring-necked snake
most amphibians	most amphibians	most amphibians	amphibians	amphibians
		wood frog	wood frog	wood frog



**TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:**

I/we, Tony Boutin, the
Name(s)

owner(s) of the real estate abutting upon 170 Sagamore St.
Street Address

Manchester, NH

Zip Code

Description (including footage): Reset curb, approx
35 feet.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]
Owner

Owner

170 Sagamore St. Manchester 03104
Mailing Address

Phone #:

603-867-8669

Date:

3/29/21

TO THE HONORABLE BOARD OF MAYOR
AND ALDERMEN:

I/We Derek and Jennifer Gilbert
Name(s)

Owner(s) of the real estate abutting upon

15 Chad Rd

Street Address

Manchester, NH

03104

Zip Code

Desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:


Owner


Owner

Mailing Address:

15 Chad Rd

Manchester, NH

03104

Phone #:

603-479-7741

Email:

derekgilbert77@yahoo.com

Part I

TO THE HONORABLE BOARD OF MAYOR
AND ALDERMEN:

I/We Bruce + Michelle Baxter
Name(s)

Owner(s) of the real estate abutting upon

224 So. Taylor St.
Street Address

Manchester, NH 03103
Zip Code

Desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Bruce H. Baxter
Owner
Michelle G. Baxter
Owner

Mailing Address:

224 So. Taylor St.
Manchester, N. H 03103

Phone #:

603-860-8436

Email:

MIBRB@Comcast.NET

Moratorium



TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:

I/WE, LYNNE F. REES, the
Name(s)

owner(s) of the real estate abutting upon 211 WEST HAVEN ROAD
Street Address

Manchester, NH, 03104
Zip Code

Description (including footage): TO INSTALL CURBING ALONG
FRONTAGE, APPROX 90 FT.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

LYNNE F. REES

Owner

Owner

211 WEST HAVEN RD, MANCHESTER, NH, 03104
Mailing Address

Phone #:

603 931 6372

Date:

3/30/2021



**TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:**

I/we, Sarah E Athanasios Giavroutas, the
Name(s)

owner(s) of the real estate abutting upon 252 Woodcrest Ct.
Street Address

Manchester, NH
Zip Code

Description (including footage): 66 linear feet in front of house;
23 linear feet to the right of the driveway

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

Sarah A. Giavroutas
Owner

[Signature]
Owner

252 Woodcrest Ct. Manchester, NH
Mailing Address

Phone #:

603-369-0434

Date: April 2, 2021



**TO THE HONORABLE BOARD OF MAYOR AND
ALDERMEN:**

I/we, John Hart, the
Name(s)

owner(s) of the real estate abutting upon 400 Lowell Street
Street Address
Manchester, NH
Zip Code

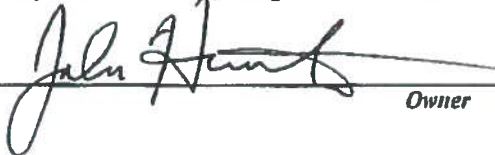
Description (including footage): Replace existing 61 lf x 5 Lf (305 Square Ft)
existing failed concrete sidewalk and reset sunken existing
granite curb

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:


Owner

Owner

400 Lowell St Manchester NH 3104
Mailing Address

Phone #: 978-302-7732

Date: March 27, 2021



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

City Clerk's Office

APR 08 2021

RECEIVED

I/we, Frederick Hutchins, the
Name(s)

owner(s) of the real estate abutting upon 167 Kenney St
Street Address

Manchester, NH 03103
Zip Code

Description (including footage): would like 2 pieces of curbing
moved 20' to close gap in curbing and widen
Driveway

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

DM Hutchins
Owner

167 Kenney St Manchester NH 03103
Mailing Address

Phone #:

619-990-5638

Date:

4-6-21

Part I

50150

TO THE HONORABLE BOARD OF MAYOR
AND ALDERMEN:

I/We James R Lukeman
Name(s)

Owner(s) of the real estate abutting upon

127 Russell Street
Street Address

Manchester, NH
City

03104
Zip Code

Desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

James R Lukeman
Owner

Mailing Address:

127 Russell Street
Manchester, N.H 03104

Phone #:

cell phone: (603) 703-3848

Email:

Kathleenbayliss@yahoo.com
(Daughter)

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2019, FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty One Dollars and Six Cents (\$13,581.06) for the FY 2021 CIP 411421 Radiological Emergency Preparedness.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2019, 2020 and 2021 CIP budgets as contained in the 2019, 2020 and 2021 CIP budgets; and

WHEREAS, the 2019, 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Fire Department administered projects; and

NOW, THEREFORE, be it resolved that the 2019, 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2019 CIP 410919 Radiological Emergency Preparedness Program - \$2,970.14 State
(from \$69,820 to \$66,849.86)

By decreasing:

FY 2020 CIP 411620 2020 Radiological Emergency Preparedness (REP) - \$10,610.92 State
(from \$38,700 to \$28,089.08)

By increasing:

FY2021 CIP 411421 Radiological Emergency Preparedness - \$13,581.06 State (from \$27,500 to \$41,081.06)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate unprogrammed HOME funds in the amount of \$14,155 for the Housing First program;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

By increasing:

FY 2020 CIP 610020 Housing First - \$14,155 HOME

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 and 2021 CIP budgets as contained in the 2020 and 2021 CIP budgets; and

WHEREAS, the 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balances of HOME funds from CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project ; and

NOW, THEREFORE, be it resolved that the 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2020 CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project - \$750,000
HOME (from \$750,000 to \$0)

By increasing:

FY2021 CIP 810121 Affordable Housing Initiatives - \$750,000 HOME (from \$461,750 to \$1,211,750)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ENTERPRISE funding for the building of a storage shed at the Water Treatment Plant on Lake Shore Road;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 713721 Storage Shed - \$575,00 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 1 of 3

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, The establishment of Central Business Service Districts are authorized under provision of RSA 31:120 through RSA 31:125; and

WHEREAS, The Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and

WHEREAS, The Board of Mayor and Aldermen, after consultation with and on the recommendation of an Advisory Board of owners and tenants within the proposed District, find that a Central Business Service District should be continued:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

THAT, The recommended boundaries of the District within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street; thence easterly along West North Street and continuing along North Street to Bay Street;
thence southerly along Bay Street to Sagamore Street;
thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);
thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;
thence westerly along Pennacook Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Blodgett Street;
thence westerly along Blodgett Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Brook Street;
thence easterly along Brook Street to Temple Court;

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 2 of 3

thence southerly along Temple Court to Harrison Street;
thence westerly along Harrison Street to the rear of the building at
1415 Elm Street (the “Sears Building” so-called);
thence southerly along the rear of the building at 1415 Elm Street
(the “Sears Building” so-called) to Prospect Street;
thence continuing southerly along the rear property line of 1331-
1375 Elm Street to Myrtle Street;
thence continuing southerly along an alley – North Church Street
to Orange Street;
thence easterly along Orange Street to Chestnut Street;
thence southerly along Chestnut Street to Bridge Street;
thence easterly along Bridge Street to Pine Street;
thence southerly along Pine Street to Manchester Street;
thence westerly along Manchester Street to Chestnut Street;
thence southerly along Chestnut Street to Auburn Street;
thence westerly along Auburn Street to Willow Street
thence southerly along Willow Street to Valley Street
thence easterly along Valley Street to Elm Street.
thence southerly along Elm Street, including only those properties
with a border on Elm Street, to Queen City Avenue
thence westerly along the middle of Queen City Avenue to the
Queen City Bridge
thence northerly along the Merrimack River to the existing CBSD
border at the “Trestle Bridge”
thence northerly along the Merrimack River to the Amoskeag
Dam;
thence easterly from the Amoskeag Dam on a line extending to
River Road;
thence northerly along River Road to West North Street; said point
also being the point of beginning.

THAT,

The District is to include all properties within the described
boundaries.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 3 of 3

- THAT, That the assessed values of the properties for purposes of assessments be established in accordance with the property tax maps and records as maintained by the Board of Assessors.
- THAT, Services to be provided within the District consist of daily cleaning, maintenance and inspection of incidental repairs within the right-of-way in the District and such other services as determined by the Advisory Board.
- THAT, The District assessment for Fiscal Year 2022 shall be established in the Fall of 2021 by the Assessor’s Office at a rate sufficient to raise the approved budget of \$258,000.
- THAT, The District assessment shall be made against the owners of all commercial, all industrial and residential properties of five units or more, (excluding multi-unit condominium properties).

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Fiscal Year 2021.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the Fiscal Year 2021 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713821 FY2022 Vehicles (MWW)	\$179,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 7 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Six Hundred Forty Thousand Dollars (\$640,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713921 FY2022 Vehicles (MWW)	\$640,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester

New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway)	\$2,800,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Parking Fund the sum of \$5,573,711 from parking revenues for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Five Million, Five Hundred Seventy-Three Thousand, and Seven Hundred and Eleven Dollars (\$5,573,711) from parking revenues shall be hereby appropriated to the Parking Fund for the Fiscal Year 2022 as follows:

Salaries and Wages	\$651,354
Line Item Expenses	\$4,253,692
Capital Outlay	\$0

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$366,225
Debt Service	\$302,440

TOTAL	\$5,573,711
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

"Appropriating the sum of \$14,646,150 from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2022."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Fourteen Million, Six Hundred Forty-Six Thousand, One Hundred and Fifty Dollars (\$14,646,150) from Sewer User Rental Charges to the Environmental Protection Division for the Fiscal Year 2022 be hereby appropriated for operation Expenses as follows:

Salaries and Wages	\$2,911,643
Line Item Expenses	\$3,793,700
Capital Outlay	\$1,774,800

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$1,701,873
Insurance	\$165,000
Debt Service	\$4,279,134
Audit	\$20,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency	\$0
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TOTAL	\$14,646,150
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Manchester Airport Authority the sum of \$35,403,184 from Special Airport Revenue Funds for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Thirty-Five Million, Four Hundred and Three Thousand, One Hundred Eighty-Four Dollars (\$35,403,184) from Special Airport Revenue funds shall be hereby appropriated to the Manchester Airport Authority for the Fiscal Year 2022 as follows:

Salaries and Wages	\$5,889,000
Line Item Expenses	\$16,284,220
Capital Outlay	\$640,464

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits	\$3,519,500
Debt – Principal and Interest	\$8,500,000
Debt – Bond Financing	\$75,000
Audit	\$50,000
Insurance	\$445,000

TOTAL	\$35,403,184
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RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Manchester Transit Authority the sum of \$1,373,420 for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Million, Three Hundred Seventy-Three Thousand, Four Hundred and Twenty Dollars (\$1,373,420) is hereby appropriated to the Manchester Transit Authority for the Fiscal Year 2022 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Transit Authority.

\$1,373,420

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Manchester School District the sum of \$173,111,686 for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Seventy-Three Million, One Hundred and Eleven Thousand, Six Hundred and Eighty-Six Dollars (\$173,111,686) is hereby appropriated to the Manchester School District for the Fiscal Year 2022 to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follow:

RESTRICTED FUNDS: Subject to the approval of the City of Manchester Board of School Committee.

\$173,111,686

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in the Fiscal Year 2022 and held in the Civic Center Fund, for the payment of the City’s Obligations in Said Fiscal Year under the Financing Agreement.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, IN ACCORDANCE WITH THE New Hampshire Revised Statutes Annotated, the Board of Mayor and Aldermen established on the books of the City the Civic Center Fund; and

WHEREAS, Meals and Rooms Tax Revenue, in excess of \$454,927 in each year, paid to the City by the State of New Hampshire in accordance with RSA 78-A shall be held in the Civic Center Fund to pay the City’s share of the costs of constructing the Manchester Civic Center; and

WHEREAS, in accordance with the terms of the Financing Agreement between the City and the Manchester Housing and Redevelopment Authority dated as of March 1, 2000 (the “Financing Agreement”), the City must appropriate funds held in the Civic Center Fund to meet its obligations under the Financing Agreement;

NOW, THEREFORE, be it resolved as follows:

That all Incremental Meals and Rooms Tax Revenue received by the City in the Fiscal Year 2022 and held, in the Civic Center Fund, is hereby appropriated for the payment of the City’s obligations in said fiscal year in accordance with the terms of the Financing Agreement.

RESOLVED that this Resolution shall take effect upon its passage.

*City of Manchester
New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,819,971 from School Food and Nutrition Services Revenues for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Five Million, Eight Hundred Nineteen Thousand, Nine Hundred Seventy-One Dollars (\$5,819,971) from School Food and Nutrition Services revenues shall hereby be appropriated to the Manchester School Food and Nutrition Services program for the Fiscal Year 2022 as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Board of School Committee.

\$5,819,971

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Raising Monies and Making Appropriations of \$161,873,287 for the Fiscal Year 2022.”

Page 1 of 2

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Sixty-One Million, Eight Hundred and Seventy-Three Thousand, Two Hundred and Eighty-Seven Dollars (\$161,873,287) plus the County Tax be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it, and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source, shall be appropriated as follows:

General Government - Agencies

Aldermen	\$70,000
Assessors	\$658,719
City Clerk	\$1,031,152
Economic Development Office	\$0
City Solicitor	\$1,565,676
Finance Department	\$995,411
Information Systems	\$1,888,071
Mayor	\$238,342
Youth Services	\$590,969
Human Resources	\$734,037
Planning & Community Development	\$2,127,084
Tax Collector	\$665,599
Fire Department	\$21,732,635
Police Department	\$28,562,621
Health Department – City	\$1,576,058
Health Department – School	\$1,479,867
Public Works Department	\$28,775,873
Welfare Department	\$956,744
Library	\$2,026,156
Senior Services	\$248,283
Central Fleet Management	\$3,416,256
<i>Subtotal Agencies:</i>	\$99,339,553

Continued on page 2

City of Manchester New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Raising Monies and Making Appropriations of \$161,873,287 for the Fiscal Year 2022.”

Page 2 of 2

General Government - Non-Departmental Items

Health Insurance	\$11,813,720
Dental Insurance	\$712,791
Life Insurance	\$72,601
Disability Insurance	\$61,821
Workers Compensation – Salary	\$684,000
Workers Compensation – Medical	\$1,683,654
Casualty & General Liability	\$1,000,000
Fire Retirement	\$6,585,716
Police Retirement	\$7,851,192
City Retirement	\$11,286,925
FICA	\$3,156,973
Unemployment	\$25,000
Tuition Reimbursement	\$50,000
Transfers To Reserve Accounts	\$0
Street Lighting	\$748,087
Contingency	\$107,886
Civic Contributions and Programs	\$86,335
Intown Summer Concert	\$0
Southern NH Planning Commission	\$0
Manchester Public Television	\$452,033
Cash CIP Projects	\$0
Employees Medical Services	\$55,000
Maturing Debt	\$11,300,000
Interest on Maturing Debt	\$4,800,000
<i>Subtotal Non-Departmental</i>	\$62,533,734
GRAND TOTAL (Agencies and Non-Departmental)	\$161,873,287

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Appropriating to the Central Business Service District the sum of \$258,000 from Central Business Service District Funds for the Fiscal Year 2022.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Two Hundred Fifty-Eight Thousand Dollars (\$258,000) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for the Fiscal Year 2022 as follows:

RESTRICTED FUNDS: Subject to the approval of the Planning Director.

Expenses \$258,000

TOTAL \$258,000

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Resolution ‘Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.’”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the City of Manchester is presented with a number of Community needs and opportunities in 2022; and

WHEREAS, certain resources have been identified which can be used in addressing these community needs and opportunities; and

WHEREAS, municipal departments, boards and commissions, have been provided broad opportunity to participate in the identification of community needs and opportunities and of strategies to meet these needs and opportunities; and

WHEREAS, the Board of Mayor and Aldermen has reviewed the 2022 Community Improvement Program; and

WHEREAS, the Board of Mayor and Aldermen wishes to have carried out those programs, projects and activities as identified in the following 2022 Community Improvement Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDEMEN:

THAT, the Community Improvement Program be adopted and endorsed as an essential aspect of the planning and management of the City's capital and service needs and of sound fiscal planning and control;

THAT, the goals and objectives in the Community Improvement Program reflect priority community needs and opportunities for 2022 and are hereby adopted;

THAT, the programs and projects to be proposed for 2022 be generally endorsed as addressing priority goals and objectives within the City's reasonable ability to pay;

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Resolution ‘Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.’”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

THAT, the proposed programs and projects identified and recommended for action in 2022 be endorsed and approved subject to appropriation limits;

THAT, subject to administrative procedures and other pertinent requirements as are and may, from time to time, be set forth by the Board of Mayor and Aldermen, in the Code of Federal Regulations, conditions of grant awards, and contracts, there is hereby authorized and appropriated as follows:

the amount of \$41,109,545 in federal, state, and private grant funds in the manner set forth which is attached hereto and made a part hereof by reference; provided, however, that in the event such grant funds are awarded in an amount less than the appropriation amounts set forth or in the event any required local matching funds are appropriated in an amount less than set forth the amount of funds appropriated herein shall be correspondingly reduced;

the amount of \$3,622,823 in Federal Community Development Block Grant program funds and program income, Emergency Solutions Grant Program funds, HOME funds, Section 108 funds and Affordable Housing Trust funds in the manner set forth which is attached hereto and made a part hereof by reference; provided, however, that in the event the funds are awarded in an amount less than the appropriation amounts set forth the amount of funds appropriated herein shall be correspondingly reduced; and

the amount of \$15,977,450 derived from the issuance of short-term notes and general obligation bonds; and

the amount of \$16,581,111 in FY 2022 municipal funds, for expenditures in the manner set forth in the FY 2022 CIP Budget, which amount shall be identified in a non-departmental account entitled "2022 Community Improvement Program"; and

THAT, subject to appropriation, and pursuant to the budget and subject to administrative procedures and other pertinent requirements of the Community Improvement Program as may, from time to time, be set forth, there is hereby authorized as follows:

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Resolution ‘Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.’”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- THAT, all such appropriations made herein or hereafter for 2022 Community Improvement Program activities be subject to submission, review and approval of budget information by the Finance Committee of the Board of Mayor and Aldermen prior to expenditure;
- THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized to cause the expenditure of such monies appropriated and available to carry out the 2022 Community Improvement Program, which authorization shall include execution of pertinent third-party purchase-of-service contracts, and letters of donations;
- THAT consistent with this Resolution, the Office of the Mayor and/or the Planning & Community Development Department be authorized to prepare, submit, negotiate and enter into an agreement and contracts with Federal government departments and agencies and the State of New Hampshire for the period July 1, 2021 to June 30, 2022, that the Office of the Mayor and/or the Planning & Community Development Department be further authorized to contract for federal and state grants for programs and projects and to obligate and commit the local matching share of grants in accordance with the 2022 Community Improvement Program, and that the Office of the Mayor and/or the Planning & Community Development Department be authorized to seek such additional federal, state or private funds as may, from time to time, be made available for programs, projects and activities identified in the 2022 period;

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Resolution ‘Approving the Community Improvement Program for Fiscal Year 2022, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program.’”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- THAT, the Planning Department be authorized to prepare, submit, negotiate, and contract for funds to be made available to the City under the Housing and Community Development Act of 1974 (as amended) for financing of referenced programs and projects, which authorization shall include authority to provide required policy and administrative assurances including civil-rights, equal opportunity, citizen participation, relocation and property acquisition policy, environmental assurances, labor standards, and others as may be specified in Federal Rules and Regulations Chapter V, Part 570 Community Development Block Grants, Sub Part D, and other pertinent assurances as may, from time to time, be required;
- THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized to advise other public and private agencies at the federal, state, regional and local level of the approval of the 2022 Community Improvement Program and to seek the support of such agencies in carrying out program, projects and activities listed in Section 1 of the 2022 Community Improvement Program;
- THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized and is hereby directed to inform all boards and commissions, agencies and departments of the approval of the 2022 Community Improvement Program;
- THAT, The Planning & Community Development Department be authorized to submit the Annual Action Plan as part of the Community Development Block Grant submission.

Resolved, that this Resolution shall take effect upon its passage.

FY 2022 Mayor Recommended CIP Budget

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
Airport	Airside Improvements	\$9,987,300	\$18,022,222	\$2,136,111	ENTERPRISE
				\$15,050,000	FEDERAL
				\$836,111	STATE
Airport	Roadway, Park & Other Improvements	\$1,215,738	\$2,690,000	\$2,610,000	ENTERPRISE
				\$80,000	OTHER
Airport	Terminal & Building Improvements	\$1,294,650	\$2,635,000	\$2,635,000	ENTERPRISE
Central Fleet	MER	\$3,750,000	\$4,000,000	\$3,119,798	BOND
DPW-EPD	CMOM Study, Design, and Construction	\$1,500,000	\$1,500,000	\$1,500,000	ENTERPRISE
DPW-EPD	CSO Cemetery Brook - Design		\$2,500,000	\$2,500,000	ENTERPRISE
DPW-EPD	CSO Optimization/Controls		\$3,000,000	\$3,000,000	ENTERPRISE
DPW-EPD	MS4 Study, Design, and Construction	\$500,000	\$500,000	\$500,000	ENTERPRISE

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
DPW-Facilities	Municipal Deferred Maintenance	\$400,000	\$600,000	\$600,000	BOND
DPW-Facilities-Schools	FY22 Deferred Maintenance-Facilities	\$3,000,000	\$3,000,000	\$3,000,000	MSD BOND
DPW-Highway	ADA/School Sidewalk Improvement	\$150,000	\$100,000	\$100,000	CDBG
DPW-Highway	Annual ROW Roadway Rehabilitation	\$3,000,000	\$4,000,000	\$2,800,000	BOND
DPW-Highway	Annual Street Reconstruction Program	\$300,000	\$600,000	\$600,000	CDBG
DPW-Highway	Auburn Streetscape		\$200,000	\$200,000	CDBG
DPW-Highway	FY22 Roadway Improvement	\$600,000	\$500,000	\$1,700,000	RTF (Degradation Fees)
DPW-Highway	Household Hazardous Waste	\$30,000	\$30,000	\$30,000	STATE
DPW-Highway	New Sidewalk Expansion		\$250,000	\$250,000	BOND

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
DPW-Highway	Riverwalk/Heritage Trail Construction		\$6,500,000	\$1,000,000	BOND
DPW-Highway	Sidewalk Rehabilitation Program		\$750,000	\$750,000	BOND
DPW-Parks, Rec & Cemeteries	Canal Park Construction		\$54,000	\$54,000	BOND
DPW-Parks, Rec & Cemeteries	Dorrs Pond Dam Safety Repair		\$125,000	\$125,000	BOND
DPW-Parks, Rec & Cemeteries	Fun in the Sun	\$40,000	\$50,000	\$45,000	CDBG
DPW-Parks, Rec & Cemeteries	FY22 Deferred Maintenance	\$125,949	\$400,000	\$500,000	BOND
DPW-Parks, Rec & Cemeteries	Livingston Pool Repair		\$125,000	\$125,000	BOND
DPW-Parks, Rec & Cemeteries	Pine Grove Cemetery Expansion		\$75,000	\$75,000	BOND
DPW-Parks, Rec & Cemeteries	Playground Replacement	\$165,000	\$200,000	\$200,000	BOND

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
DPW-Parks, Rec & Cemeteries	Valley Cemetery Deferred Maintenance		\$500,000	\$500,000	BOND
DPW-Parks, Rec, & Cemeteries-Schools	FY22 Deferred Maintenance-P&R	\$250,000	\$250,000	\$250,000	MSD BOND
DPW-Parks, Rec, & Cemeteries-Schools	Landscaping & Irrigation	\$125,000	\$150,000	\$150,000	MSD BOND
DPW-Parks, Rec, & Cemeteries-Schools	Playground Replacement	\$165,000	\$300,000	\$300,000	MSD BOND
DPW-Parks, Rec, & Cemeteries-Schools	School Parking Lot Rehabilitation-P&R	\$250,000	\$500,000	\$500,000	MSD BOND
Finance Department	American Rescue Plan Act		\$22,173,366	\$22,173,366	FEDERAL
Health Dept	Community Schools Project/Healthy Children & Family	\$20,000	\$20,000	\$20,000	CDBG
Health Dept	Homeless Healthcare	\$1,700,000	\$1,700,000	\$1,700,000	FEDERAL
Health Dept	Immunization Grant	\$90,000	\$90,000	\$90,000	STATE

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
Health Dept	Lead Poisoning	\$40,000	\$40,000	\$40,000	STATE
Health Dept	Public Health Preparedness	\$468,568	\$801,068	\$801,068	STATE
Health Dept	School Based Dental Program - Medicaid	\$50,000	\$50,000	\$50,000	OTHER
Health Dept	STD/HIV Prevention	\$224,000	\$224,000	\$224,000	STATE
Health Dept	TB Prevention	\$35,000	\$35,000	\$35,000	STATE
Information Systems	Various Technology Projects	\$1,103,652	\$1,103,652	\$1,103,652	BOND
Manchester Transportation Authority	Purchase of Five School Buses	\$500,000	\$575,000	\$575,000	MSD BOND
Planning & Community Development	Community Development Initiatives	\$0	\$5,000	\$5,000	CDBG
Planning & Community Development	Concentrated Code Enforcement 1	\$116,125	\$119,000	\$118,000 \$1,000	CDBG HOME

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
Planning & Community Development	Concentrated Code Enforcement 2	\$77,429	\$106,000	\$106,000	CDBG
Planning & Community Development	Dilapidated Buildings	\$75,000	\$75,000	\$75,000	CDBG
Planning & Community Development	HMIS Data Systems	\$4,000	\$4,000	\$4,000	ESG
Planning & Community Development	HOME CHODO Set-Aside	\$105,067	\$105,067	\$105,067	HOME
Planning & Community Development	Housing Initiatives	\$461,750	\$800,000	\$800,000	HOME
Planning & Community Development	Planning and Administration	\$377,901	\$390,156	\$297,314 \$81,544 \$11,298	CDBG HOME ESG
Planning & Community Development	Planning Studies	\$0	\$20,000	\$20,000	CDBG
Police Dept	Targeted Area Officer Support	\$72,000	\$110,000	\$72,000	CDBG
Big Brothers Big Sisters of NH	One-to-One Mentoring for At-Risk Manchester Youth	\$9,000	\$9,000	\$9,000	CDBG

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
CASA of NH	Operating-Suppot for Abused and Neglected Children	\$13,000	\$15,000	\$13,000	CDBG
Child Advocacy Center	Forensic Interviewing and Support Service for Child Victims of Crime	\$12,000	\$64,000	\$12,000	CDBG
FIT	Manchester Emergency Housing/Family Place Resource Center	\$26,300	\$63,000	\$63,000	ESG
Girls Inc. of NH	Manchester Girls Inc. Center	\$14,000	\$21,000	\$14,000	CDBG
Holy Cross Family Learning Center	Lease of 5 classroom spaces	\$15,600	\$15,600	\$15,600	CDBG
Lamprey Health Care-SNHAHEC	Interpretation Training Program	\$10,000	\$10,000	\$10,000	CDBG
Manchester Community Resource Center (MCRC)	Community Based Development Organization	\$586,000	\$627,000	\$627,000	CDBG
Organization for Refugee and Immigrant Success	Refugee Employment Services	\$10,000	\$20,000	\$10,000	CDBG
Palace Theatre Trust	Palace Theatre Ticket Program	\$20,000	\$25,000	\$25,000	CDBG

Administering Department/Agency	Project Name	FY21 Adopted	FY22 Request	FY22 Recommended/Funding Source	
The Salvation Army	Saturday Night Teen	\$25,000	\$25,000	\$25,000	CDBG
The Way Home	Homelessness Prevention & Rapid Rehousing	\$51,010	\$50,000	\$48,000	ESG
The Way Home	TWH Tenant Base Rental Assistance	\$50,000	\$50,000	\$50,000	HOME
Waypopint	Homeless Youth Programs	\$15,500	\$50,000	\$40,000	ESG

Recommended Totals by Source:

CDBG	\$2,418,914	FEDERAL	\$38,923,366
HOME	\$1,037,611	STATE	\$2,056,179
ESG	\$166,298	OTHER	\$130,000
MUNICIPAL BOND	\$11,202,450	ENTERPRISE	\$14,881,111
SCHOOL DISTRICT BOND	\$4,775,000	ROADWAY TRUST FUND	\$1,700,000

Appendix A
Suggested FY22 CBDO Activities Contracted and/or Delivered by
Manchester Community Resource Center

Agency	Special Activity in the NRSA	Suggested CBDO Activities and Funding Levels
Boys and Girls Club of Manchester	Inner City After School Program	\$18,000
21 st Century Community Learning Centers	Project iSucceed	\$20,000
City Year NH	Whole City Whole Child	\$150,000
Easter Seals New Hampshire	ESNH Child Development & Family Resource Center	\$30,000
Girls at Work	Build Me Up	\$15,000
Granite YMCA	YMCA-Start	\$55,000
Helping Hands	Case Manager Funding	\$15,000
Salvation Army	Kids Café	\$47,000
Queen City Bicycle Collective	Community Mechanics	\$15,000
St. Joseph Community Services, Inc.	Elder Nutrition Program	\$42,000
Amoskeag Health	Pediatric Clinic & Family Support Services	\$45,000
Waypoint	Home Care Program	\$10,000
Manchester Community Action Coalition	Virtual Tutoring Program	\$20,000
Manchester Community Resource Center	CBDO Special Activities Support	\$42,500
Manchester Community Resource Center	Summer Youth Employment Program	\$42,500
Manchester Community Resource Center	Adult Workforce Development	\$60,000
Total to Manchester Community Resource Center for Public Service Activities in the NRSA		\$627,000

In accordance with 24 CFR 570.204, "Special Activities by a Community Based Development Organization (CBDO)," the City acknowledges that a designated CBDO, in this case Manchester Community Resource Center, is free to contract with any agency of its choosing in order to carry out activities that are in alignment with the CBDO's mission to serve persons in the City's Neighborhood Revitalization Strategy Area (NRSA). Therefore, there is no guarantee that any certain activity or agency will be funded under the CBDO. Notwithstanding federal requirements, the Mayor shares her suggestions for activities and agencies that may be funded with CDBG subgrants under the management and administration and sole discretion of CBDO, Manchester Community Resource Center, subject to all applicable requirements of U.S. Department of Housing and Urban Development's Community Development Block Grant Program.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$14,155 for CIP 610020 Housing First be approved.

(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment


Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP 
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610020 – Families In Transition – New Horizons – Housing First
Request for Additional Funding

Existing Funding

Families In Transition has contacted this office requesting \$14,155 of HOME funds to support the ongoing Housing First Tenant Based Rental Assistance program through the end of FY 2022. CIP Staff recommends that the CIP Committee consider adding \$14,155 of HOME funds to their budget to get them through FY 2022.

This utilization of HOME funds for this project is an appropriate use in accordance with Federal requirements and the goals of the City's Consolidated Plan. At this time, unprogrammed HOME funds are available for this project.

Families In Transition respectfully requests your review of this request and for a favorable recommendation of approval to the full Board.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

CIP BUDGET AUTHORIZATION

CIP#: 610020 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Housing First Amending Resolution: 4/20/2021
Administering Department: Families in Transition-New Horizons Revision: #1

Project Description: To provide for rental subsidies to homeless clients and reimburse for administrative costs.

Federal Grants

Federal Grant: Yes
Grant Executed:

Environmental

Review Required: Yes
Completed: Pending

Critical Events

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

Line Item Budget

	HOME			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,155.00	\$0.00	\$0.00	\$54,155.00
TOTAL	\$54,155.00	\$0.00	\$0.00	\$54,155.00

Revisions:

Revision #1 - Increases budget \$14,155 from \$40,000 to \$54,155.

Comments

Authorization of HOME funds is contingent upon HUD grant execution. Additional funds for Revision #1 to come from unprogrammed HOME funds.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate unprogrammed HOME funds in the amount of \$14,155 for the Housing First program;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

By increasing:

FY 2020 CIP 610020 Housing First - \$14,155 HOME

Resolved, that this Resolution shall take effect upon its passage.



Providing a Home. Building Hope.



FOR NEW HAMPSHIRE, INC.
SOUP KITCHEN • FOOD PANTRY • HOMELESS SHELTERS

March 3, 2021

Jeff Belanger
CIP Planner
Planning and Community Development
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Jeff Belanger,

Please see below for a request for additional HOME funds to support the ongoing Housing First TBRA program for single chronically homeless individuals through the end of FY2022

Current remaining HOME funds:	\$9,470
Cost to continue housing current participants through June 30, 2022	-\$23,625
Total HOME funds requested	<u>\$14,155</u>

Thank you for your consideration of this request. As always, please feel free to call or email anytime if you have any questions regarding this request or any of FIT's programs and services.

Sincerely,

Maria Devlin
President & CEO

RESIDENTIAL LEASE

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Steve Campbell (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

1. Premises and Terms

The Lessee shall rent the Unit 350 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31st 2021. A Thirty day notice is required before move out at \$ 800.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

2. Security Deposits

Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.

The Lessee shall pay the amount of \$700.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

3. Fees

Rent is due the 1st of Each Month, TIME BEING OF THE ESSENCE.

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5th of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.

IN WITNESS WHEREOF, the parties have executed this lease this 21ST day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.


Signed, Authorized Agent

TOM Morgan
Printed, Authorized Agent

12/21/2020
Date


Signed, Lessee

STEVE Campbell
Printed, Lessee

12/21/2020
Date

RESIDENTIAL LEASE

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Michael Gillis (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

1. Premises and Terms

The Lessee shall rent the Unit 357 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31st 2021. A Thirty day notice is required before move out at \$ 775.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

2. Security Deposits

Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.

The Lessee shall pay the amount of \$675.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

3. Fees

Rent is due the 1st of Each Month, TIME BEING OF THE ESSENCE.

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5th of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.

IN WITNESS WHEREOF, the parties have executed this lease this 21ST day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.

Signed, Authorized Agent

DM Nguyen
Printed, Authorized Agent

12/21/2020
Date

2 Mike Gillis
Signed, Lessee

MIKE GILLIS
Printed, Lessee

12/21/2020
Date

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the acceptance and expenditure of funds in the amount of \$575,000 for CIP 713721 Storage Shed be approved.

(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Normand".

Clerk of Committee



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103-5093 • 603-624-6494



BOARD OF WATER COMMISSIONERS

February 24, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

WILLIAM R. TROMBLY, JR.
PRESIDENT

LINDA L. MICCIO
CLERK

EX OFFICIO
HON. JOYCE CRAIG
MAYOR

PHILIP W. CROASDALE
DIRECTOR

Re: CIP Project FY2021 – Distribution Storage Building

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement add a CIP Project Authorization for the following project for FY2021: Distribution Storage Building adjacent to the Water Treatment Plant on Lake Shore Road in the amount of \$575,000. Funding will be from operations.

The purpose of the building will be to store distribution material (hydrants, valves, fittings, etc.) that is currently kept outside on the ground in the adjacent areas, and at other locations around the treatment plant campus. This building will allow us to centralize all of our inventory under one roof and make it more accessible during times of bad weather (rain, snow, darkness).

The building will be; a pre-engineered metal, 125' X 75' (9,375 SF) with 14' (H) X 16' (W) overhead drive-through doors at either end; Along the east side of the building will be a 14' overhang (lean-to) and four (4) coil doors with manual chain operators spaced apart the length of the building (additional 1,750 SF); metal standing seam roof will be 2/12 pitch; 3'X3" louver at each gable end of the building; Power to the building will be used to operate the drive-through doors, provide adequate lighting inside and outside of the building and to provide power for vehicle block heaters outside of the building for diesel fuel vehicles during times of low temperature; The roof will have a four-inch blanket of R13 insulation with white vinyl condensation skin and the walls will be non-insulated.

The Manchester Water Works Board of Water Commissioners authorized this project in the FY2021 Budget.

Thank you for consideration to the above. I will be in attendance at the next CIP Meeting to answer any questions that may arise related to this request.

Sincerely,

Philip W. Croasdale, Director

CIP BUDGET AUTHORIZATION

CIP#: 713721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Storage Shed

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: To build a 125' by 75' (9,375 sq ft) storage shed at the Water Treatment Plant. This storage building will provide additional covered parking to extend the useful life of vehicles and equipment. Additionally, it will provide covered storage for materials in our pipe yard.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	5/1/2021
2.	Project Completion	7/31/2021
3.		
4.		
5.		
		7/31/2021

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$575,000.00	\$0.00	\$0.00	\$575,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$575,000.00	\$0.00	\$0.00	\$575,000.00

Revisions:

Comments

Source of Funds: Operations

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ENTERPRISE funding for the building of a storage shed at the Water Treatment Plant on Lake Shore Road;

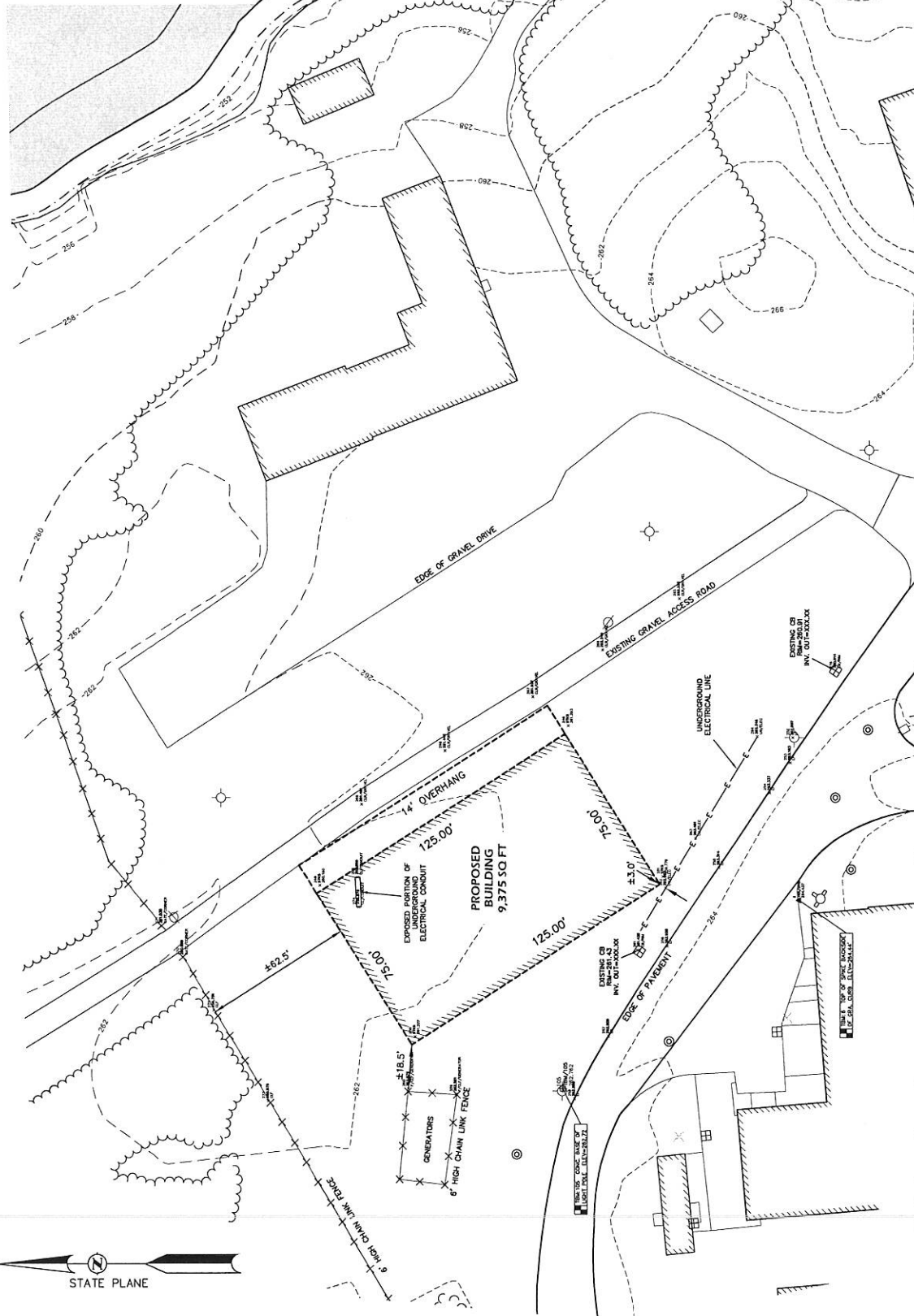
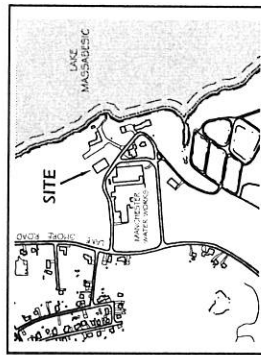
NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 713721 Storage Shed - \$575,000 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage

LOCUS MAP
1"=1,000'



GENERAL NOTES

1. OWNER OF RECORD: 754 LOT 2, MANCHESTER WATER WORKS, 1581 LAKE SHORE ROAD, MANCHESTER, NH 03101.
2. THE RIGHT OF THE PLAN IS TO SHOW THE PROPOSED LOCATION OF A NEW 125' X 75' BUILDING TO BE CONSTRUCTED ON LOT 2 ON MANCHESTER TAX MAP 75.3.
3. TOPOGRAPHIC INFORMATION, SUCH AS TANK ROOM, MANCHESTER CITY NAME RECORDS AND AN ON MAP DATA, THE HORIZONTAL DATUM IS ON NAD 83 STATE PLANE.

SCALE: 1"=20'
MWW JOB #
WPS 002-020
DATE: 12/07/2020
SHEET NO. 1 OF 1

MWW PIPE YARD
MANCHESTER WATER WORKS
1581 LAKE SHORE ROAD
MANCHESTER NH 03109

LEGEND
CHAIN LINK FENCE
EXISTING CONTOURS
PROPOSED CONTOURS
EDGE OF TRAILLINE
TEST PIT
BENCHMARK
X=XX.XX SPOT ELEVATION
MANHOLE
RIP RAP
LAKE MASAGESSIC



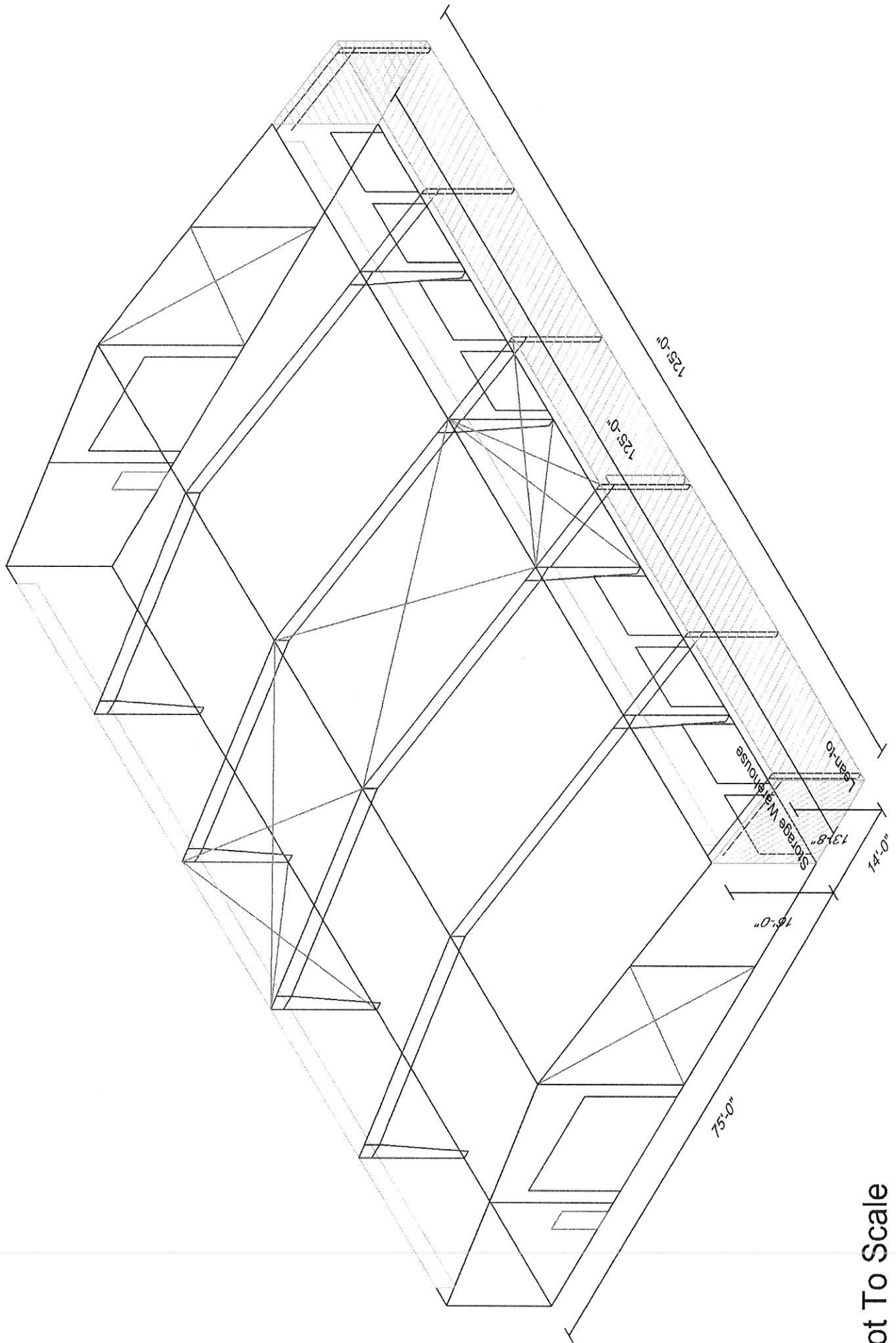
DESIGNED BY: _____
DRAWN BY: MASC MARTEL
CHECKED BY: _____
APPROVED BY: _____

DIGSAFE: 1-888-344-7233
M.W.W.: (603) 624-6494
W.T.P.: (603) 624-6482 (SAMPLES)
M.P.D.: (603) 628-6255 (NOTIFY)
M.P.D.: (603) 628-6255 (DETAIL)
M.H.D.: (603) 624-6444 (PERMITS)



REVISIONS

NO.	DATE



Lot To Scale

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$13,581.06 to CIP 411421 Radiological Emergency Preparedness be approved.

(Unanimous vote with the exception of Aldermen Sapienza and Porter who were absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Daniel A. Goonan
Chief of Department



Andre R. Parent
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Daniel A. Goonan

DATE: March 23, 2021

RE: RERP FY21

Each year we are granted \$13,500 in flat rate funds as part of our Radiological Emergency Preparedness (REP) Program. These funds do not expire and can be used across fiscal years. I am requesting permission to move \$2,970.14 in flat rate funds from FY19 and \$10,610.92 in flat rate funds from FY20 to our current FY21 REP budget in order to create a more streamlined budgeting and accounting process.

CIP BUDGET AUTHORIZATION

CIP#: 410919 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Radiological Emergency Preparedness Program Amending Resolution: 4/20/2021
Administering Department: Fire Department Revision: #3

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

Federal Grants

Federal Grant: No
Grant Executed:
Environmental Review Required: No
Completed:

Critical Events

1. Project Initiation	12/18/18
2. Project Completion	12/31/2019
3.	
4.	
5.	
	12/31/2019

Line Item Budget

	State			TOTAL
Salaries and Wage	\$24,000.00	\$0.00	\$0.00	\$24,000.00
Fringes	\$12,320.00	\$0.00	\$0.00	\$12,320.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$13,500.00	\$0.00	\$0.00	\$13,500.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$17,029.86	\$0.00	\$0.00	\$17,029.86
TOTAL	\$66,849.86	\$0.00	\$0.00	\$66,849.86

Revisions:

Revision #1 - Line item adjustment to move \$56,170 from Equipment to Other.
Revision #2 - Line item adjustment to move \$36,320 from Other to Salarie (\$24,000) and Fringe (\$12,320).
Revision #3- Decrease budget \$2,970.14 (from \$69,820.00 to \$66,849.86) and transfer to CIP #411421.

Comments:

State funds awarded from NH Dept. of Safety.

CIP BUDGET AUTHORIZATION

CIP#: 411620 Project Year: 2020 CIP Resolution: 6/10/2019
Title: 2020 Radiological Emergency Preparedness (REP) Amending Resolution: 4/20/2021
Administering Department: Fire Dept Revision: #1

Project Description: \$38,700 allocated to the Manchester Fire Department for reimbursement of costs associated with the maintenance and improvement of the REP program.

Federal Grants

Federal Grant: No
Grant Executed:

Environmental

Review Required: No
Completed:

Critical Events

1. Project Initiation	1/17/2020
2. Project Completion	6/30/2020
3.	
4.	
5.	

Line Item Budget

	STATE			TOTAL
Salaries and Wage	\$21,510.00	\$0.00	\$0.00	\$21,510.00
Fringes	\$2,390.00	\$0.00	\$0.00	\$2,390.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,189.08	\$0.00	\$0.00	\$4,189.08
TOTAL	\$28,089.08	\$0.00	\$0.00	\$28,089.08

Revisions:

Revision #1-Decrease budget \$10,610.92 (from \$38,700 to \$28,089.08) and transfer to CIP #411421.

Comments:

STATE: Funds received from the State of New Hampshire Department of Safety.

CIP BUDGET AUTHORIZATION

CIP#: 411421

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Radiological Emergency Preparedness Program

Amending Resolution: 4/20/2021

Administering Department: Fire Department

Revision: #1

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	9/30/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fringes	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$27,081.06	\$0.00	\$0.00	\$27,081.06
TOTAL	\$41,081.06	\$0.00	\$0.00	\$41,081.06

Revisions:

Revision #1-increase budget by \$13,581.06; \$2970.14 from CIP #410919, \$10,610.92 from CIP #411620.

Comments:

Source of Funds: NH Dept of Safety Division of Homeland Security and Emergency Management.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2019, FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty One Dollars and Six Cents (\$13,581.06) for the FY 2021 CIP 411421 Radiological Emergency Preparedness.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2019, 2020 and 2021 CIP budgets as contained in the 2019, 2020 and 2021 CIP budgets; and

WHEREAS, the 2019, 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Fire Department administered projects; and

NOW, THEREFORE, be it resolved that the 2019, 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2019 CIP 410919 Radiological Emergency Preparedness Program - \$2,970.14 State
(from \$69,820 to \$66,849.86)

By decreasing:

FY 2020 CIP 411620 2020 Radiological Emergency Preparedness (REP) - \$10,610.92 State
(from \$38,700 to \$28,089.08)

By increasing:

FY2021 CIP 411421 Radiological Emergency Preparedness - \$13,581.06 State (from \$27,500 to \$41,081.06)

Resolved, that this Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$750,000 to CIP 810121 Affordable Housing Initiatives be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Kevin Cavanaugh,
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610920 – Veterans Northeast 284 Hanover Street Renovation Project
Withdrawal

The Veterans Northeast Outreach Center, Inc. has contacted this office to withdraw their application to \$750,000 of HOME funds for the development of 11 units (8 efficiency, 1 1-BR and 2 2-BR) units of transitional housing for veteran at 284 Hanover Street.

The total development budget for this project was estimated to be \$1,557,938. Veterans Northeast Outreach Center, Inc.'s Board of Director concluded the institution would not be able to repay all the loans involved in completing this project.

Staff recommends that \$750,000 committed to this project is transferred to CIP # 810121 Affordable Housing Initiatives to fund other HOME projects.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

CIP BUDGET AUTHORIZATION

CIP#: Project Year: CIP Resolution:
Title: Amending Resolution:
Administering Department Revision:

Project Description:

Federal Grants

Federal Grant:
Grant Executed:

Environmental

Review Required:
Completed:

Critical Events

1.	Program Initiation	<input type="text" value="3/17/2020"/>
2.	Program Completion	<input type="text" value="6/30/2021"/>
3.		
4.		
5.		
		<input type="text" value="6/30/2021"/>

Line Item Budget

	<input type="text" value="HOME"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="TOTAL"/>
Salaries and Wage	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
TOTAL	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Revisions:

Revision #1 Decreases Budget from \$750,000 to \$0, transfers funds to CIP #810121 and closes project.

Comments

\$207,141 of funds transferred from CIP #810120 and \$542,859 to come from unprogrammed HOME funds.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 and 2021 CIP budgets as contained in the 2020 and 2021 CIP budgets; and

WHEREAS, the 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balances of HOME funds from CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project ; and

NOW, THEREFORE, be it resolved that the 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2020 CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project - \$750,000
HOME (from \$750,000 to \$0)

By increasing:

FY2021 CIP 810121 Affordable Housing Initiatives - \$750,000 HOME (from \$461,750 to \$1,211,750)

Resolved, that this Resolution shall take effect upon its passage.



Veterans Northeast Outreach Center, Inc.

10 Reed Street, Haverhill, MA 01832 ~ Telephone 978-372-3626

 www.vneoc.org

 SForbes@vneoc.org

February 10, 2021

Mr. Dan LeClerc
Planning Board Chairman
City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Dear Chairman LeClerc,

I am writing to regretfully inform you the Veterans Northeast Outreach Center, Inc. (VNEOC) is withdrawing its offer to purchase 298 Hanover Street, Manchester, NH 03104. After reviewing the property pro-forma and VNEOC's capacity to assume/repay \$1.5M of combined mortgage loans, our senior leadership and Board of Directors unanimously decided not move forward with the project.

I acknowledge that VNEOC's letter of intent (written just a few weeks ago) indicated quite the opposite. Our organization was committed to the project and had every intention of purchasing Hanover Street. This was before my realization of the repayment dynamics of the loans provided by the City of Manchester and New Hampshire Finance Authority (NHFA). As someone being on the job for only a couple of weeks, I did not have all the information necessary to make a well-informed decision. I apologize for continuing a process that was already too long to begin with.

Although VNEOC may withdrawing from the Hanover Street project, we are still committed in acquiring property in New Hampshire in direct support of the veteran community. We hope to be a collaborative partner that provides the transitional and permanent housing opportunities I spoke of in my previous letter.

Please contact me if you have any questions or concerns.

Sincerely,



Scott Forbes
Executive Director

Federal IRS Tax Exempt 501(c)(3) # 04-2879409

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$179,000 for CIP 713821 FY2022 Vehicles (MWW) be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

WILLIAM R. TROMBLY, JR.
President

LINDA L. MICCIO
Clerk

Ex Officio
HON. JOYCE CRAIG
Mayor

PHILIP W. CROASDALE
Director

March 1, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Request FY2022 CIP Project and Bond Authorization

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).

CIP Project FY2022

Page two

March 1, 2021

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor
Sharon Wickens, Finance Director

attachments

CIP BUDGET AUTHORIZATION

CIP#: 713821

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description:

Purchase 5 vehicles to replace existing: two F-350's, Chevy Traverse, Kubota Tractor and Kubota RTV

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

7/1/2021

6/30/2028

6/30/2028

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$179,000.00

\$0.00

\$0.00

\$179,000.00

TOTAL**\$179,000.00****\$0.00****\$0.00****\$179,000.00****Revisions:****Comments**

Source of Funds: 7 Year GO Bond through the NH Municipal Bond Bank.

Planning Department/Startup Form - 07/1/20

\$179,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713821 FY2022 Vehicles (MWW)	\$179,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 7 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Manchester Water Works
FY 2022 Budget
Vehicle Purchases

Vehicle purchases:

	Cost	Yrs.	Average P&I/yr 1.00%	Total Payout	3 yrs. 2.0% inflation
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine)	175,000				185,500
Sub-total	640,000	10	67,520	675,200	678,400
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	179,000	7	18,616	186,160	189,740
Total vehicles and equipment	819,000		86,136	861,360	868,140
				42,360	49,140

Vehicle sales:

	Purchased	Cost	Est. Value
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		423,048	130,000

Payment schedule
Assumption 1% rate

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	64,320
Total payments	861,360
Total Interest	42,360

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$640,000 for CIP 713921 FY2022 Vehicles (MWW) be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

WILLIAM R. TROMBLY, JR.
President

LINDA L. MICCIO
Clerk

Ex Officio
HON. JOYCE CRAIG
Mayor

PHILIP W. CROASDALE
Director

March 1, 2021

Chairman Kevin Cavanaugh
Committee on Community Improvement
C/O City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Request FY2022 CIP Project and Bond Authorization

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).

CIP Project FY2022

Page two

March 1, 2021

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor
Sharon Wickens, Finance Director

attachments

CIP BUDGET AUTHORIZATION

CIP#: 713921

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: Purchase 4 large vehicles to replace existing: Six wheel dump truck, 10 wheel dump truck, backhoe/loader, and F-550

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2031
3.		
4.		
5.		
		6/30/2031

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$640,000.00	\$0.00	\$0.00	\$640,000.00
TOTAL	\$640,000.00	\$0.00	\$0.00	\$640,000.00

Revisions:

Comments

Source of Funds: 10 Year GO Bond through the NH Municipal Bank.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Six Hundred Forty Thousand Dollars (\$640,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713921 FY2022 Vehicles (MWW)	\$640,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Manchester Water Works
FY 2022 Budget
Vehicle Purchases

Vehicle purchases:

	Cost	Yrs.	Average P&I/yr 1.00%	Total Payout	3 yrs. 2.0% inflation
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine)	175,000				185,500
Sub-total	640,000	10	67,520	675,200	678,400
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	179,000	7	18,616	186,160	189,740
Total vehicles and equipment	819,000		86,136	861,360	868,140
				42,360	49,140

Vehicle sales:

	Purchased	Cost	Est. Value
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		423,048	130,000

Payment schedule
Assumption 1% rate

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	64,320
Total payments	861,360
Total Interest	42,360

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$2,800,000 for CIP 710022 Annual ROW Road Reconstruction (DPW-Highway) be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

CIP BUDGET AUTHORIZATION

CIP#: 710022

Project Year: 2022

CIP Resolution:

Title: Annual ROW Roadway Rehabilitation

Amending Resolution: 4/6/2021

Administering Department: DPW-Highway

Revision:

Project Description:

Annual program to preserve, resurface and/or reconstruct streets. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions and advise DPW on upcoming paving plans.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

4/1/2021

6/30/2041

6/30/2041

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$2,800,000.00

\$0.00

\$0.00

\$2,800,000.00

TOTAL**\$2,800,000.00****\$0.00****\$0.00****\$2,800,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$2,800,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway)	\$2,800,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the City Clerk to extend the project end date for CIP 812221 Safe & Secure Election Administration to 6/30/2021 be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Matthew Normand
City Clerk




JoAnn Ferruolo
Assistant City Clerk

Lisa McCarthy
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Committee on Community Improvement
Aldermen Cavanaugh, O'Neil, Sapienza, Roy, and Porter

From: Matthew Normand, City Clerk 

Date: March 22, 2021

Subject: Extension of Project End Date – CIP 812221

On October 6, 2020, the Board of Mayor and Aldermen approved a grant award for our office in the amount of \$65,108 from the Center for Technology and Civic Life for Safe and Secure Election Administration. The grant had an end date of 12/31/2020. The grantor allowed for a six month grant extension for which we applied in January. We have been granted that extension by CTCL.

We are, therefore, requesting approval to extend the project end date for CIP 812221 to 6/30/2021.

Thank you for your consideration.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the City Clerk to apply for a grant of up to \$10,000 from the NH State Library Conservation Plate Grant Program be approved.

(Unanimous vote with the exception of Alderman Porter who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Matthew Normand
City Clerk




JoAnn Ferruolo
Assistant City Clerk

Lisa McCarthy
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Committee on Community Improvement
Aldermen Cavanaugh, O'Neil, Sapienza, Roy, Porter

FROM: Matthew Normand
City Clerk 

DATE: March 30, 2021

RE: Conservation License Plate Grant Program

We are requesting permission to apply for a grant of up to \$10,000 from the New Hampshire State Library Conservation Plate Grant Program (Moose Plate Grant) to restore historic and one-of-a-kind ledgers of the Board of Mayor and Aldermen. These ledgers document the board's orders from 1864-1953. The orders issued by the Board of Mayor and Aldermen cover a wide variety of historical topics, including bounties related to the Civil War, the construction of schools and bridges, the distribution of smallpox vaccines, and the commissioning of the Lincoln Statue that resides at Memorial High School. The ledgers are in desperate need of conservation treatment, and digitization will allow for these records to be freely accessible to the public online.

The Moose Plate Grant is dedicated to preservation and conservation activities conducted on publicly owned documents and materials. If we are awarded grant-funding, these historic public records will be preserved for future generations of Manchester's citizens. There is no funding match requirement for grant recipients.

Thank you for your consideration.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the HR Director to include the most recent NH legislative updates as part of the city's health insurance program be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

November 16, 2020

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

New Hampshire's legislative session had some legislative updates which includes one that has a cost impact to the City of Manchester.

- **HB 1280-FN** (see attached) has a cap on cost shares for prescription insulin drugs, and requires insurance coverage for epinephrine auto-injectors. The projected cost range will be approximately \$550/ month to \$1550.45/month based on current utilization across the City's book of business.

Per attached, the other legislative house bills do not have any cost impact.

Human Resources recommends following the New Hampshire Legislative updates and including HB 1280-FN, HB 11264-FN, HB 1639, and HB 1623 to the City of Manchester's current health insurance program.

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

Legislative updates

New Hampshire's legislative session:

- **HB 1280-FN** – cost impact is range of \$0.35 - \$0.55 PMPM on copay plans and \$0.90- \$1.10 PMPM on High Deductible Plans---Cap on cost shares for prescription insulin drugs (similar to ME LD 2096, with a lower cost share limit of \$30), and requiring insurance coverage for epinephrine auto-injectors. Requires 2 business day turnaround time for any prior authorization request for formulary drugs. PA request is deemed approved if PA process not completed within 2 business days.
 - Each insurer that provides coverage for prescription insulin drugs shall cap the total amount that a covered person is required to pay for each covered insulin drug prescription at an amount not to exceed \$30 for each 30-day supply of each insulin prescription. Coverage for prescription insulin drugs shall not be subject to any deductible.
 - Each insurer that issues or renews any individual/group policy of accident or health insurance providing benefits for medical or hospital expenses, shall provide to certificate holders of such insurance, who are residents of this state, coverage for the cost of epinephrine auto-injectors.
- **HB 1264-FN** – minimal utilization expected, no cost impact
 - Requires insurance coverage for perfluoroalkyls (PFAS) and perfluorinated compound (PFC) blood testing.
- **HB 1639** – Omnibus Bill—no cost impact, most of this we cover already
 - Clarifies the prior authorization procedures under group health insurance policies and managed care
 - Requires insurance coverage for long-term antibiotic therapy for tick-borne illness.
 - Reimbursement Parity Required for mental health and substance use disorder treatment services.
 - Prior authorization limitations for medication-assisted treatment therapy
 - Pharmacy Rights During Audits
 - Authorizes pharmacists to administer a COVID-19 vaccine if one is available.
 - Non-covered dental services
 - Repeals the sunset of insurance coverage for oral anti-cancer therapies
- **HB 1623** – Amends Telemedicine Act. – clarifies what we already do with audio, no cost impact
 - Definition of “Telemedicine” expanded to include audio-only
 - Requires parity in payment for telemedicine
 - Requires reimbursement for an “originating” site
 - Combined payment for originating and distant sites shall be the same as the allowed amount for an in-person visit

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the Police Chief to increase the hourly rate of pay for reserve officers from \$23.09 to \$26.22 be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

March 12, 2021

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Police Chief, Allen Aldenberg requests increasing the hourly rate of Manchester Police Department (MPD) Reserve Officers, (Police Officer-Temp) from grade 18 step 1 (\$23.09/hour - nonaffiliated) to a grade 19 step 3 (\$26.22/hour - nonaffiliated). Currently the class specification - Police Officer (9280) is a grade 19. Chief Aldenberg is requesting to increase the Reserve Officer grade from 18 to grade 19 and mirror the grade of the Police Officer class specification.

According to the Manchester Police Department's Standard Operating Procedures (SOP's):

RESERVE OFFICERS

II POLICY

*"...Reserve Officers will not replace full-time officers, but **will meet the same standards and requirements of our full-time certified officers.**"*

III. DEFINITION

*"A RESERVE OFFICER is a sworn part-time, **fully certified and trained law enforcement officer** appointed by the Chief of Police. **Selection criteria for reserve officers shall be consistent with the selection of full time officers.**"*

Chief Aldenberg has stated that "...over the years the MPD has grown and acquired other responsibilities, the need has risen exponentially for Reserve Officers to supplement our full-time officers and detectives."

Although part-time and reserve positions are not subject to the provisions of the collective bargaining agreement, the positions' class specifications are essentially the same. Therefore, salary grades should match the full-time positions.

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

The many years of experience Reserve Officers have within the MPD constitutes a step 3 pay rate. The request is in keeping with City Ordinance 33.046 Entrance Pay Rates:

“Starting rate on initial employment. Original appointment to any position shall be made at the entrance or minimum rate of the pay grade and advancement from the entrance rate to the maximum rate within a pay range shall be by successive steps. Upon recommendation of the department heads and the Human Resources Director, or the Human Resources and Insurance Committee, the Mayor may approve initial compensation at a higher rate than the minimum rate in the pay range for the class when **the needs of the service so require; provided that any such exception is based on the outstanding and unusual character of the employee's experience** and ability over and above the qualification requirements specified for the class, **or that a critical shortage of qualified applicants exist.** In the latter case, any incumbents in the same class performing identical duties and receiving a lower rate shall have their rates increased to the rate established for entrance of new employees.”

Reserve Officers are certified police officers, and perform many of the duties and responsibilities of regular full time Police Officers, along with possessing many years of experience.

Chief Aldenberg has confirmed he has the funds for this increase, and it will not have a negative impact on the department's FY 2021 budget.

Human Resources recommends:

- increasing the hourly rate of Reserve Officers from \$23.09 per hour, (reflective of a grade 18 step 1 nonaffiliated) to \$26.22 per hour (reflective of a grade 19 step 3 nonaffiliated).

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

Chief of Police
Allen D. Aldenberg

Assistant Chief
Steven A. Mangone



Commission
Scott R. Spradling, *Chairman*
Charlie Sherman
Manny Content
Eva Castillo
John G. Cronin

CITY OF MANCHESTER

Police Department

March 4, 2021

Board of Mayor and Aldermen
Human Resources Director
City of Manchester
One City Hall Plaza
Manchester, NH 13101

Dear Mayor and Board of Aldermen,

The purpose of this memo is to request increasing the hourly rate of pay of the Manchester Police Department's Reserve Officers. Currently, the hourly rate of a Reserve Officer is based on the City of Manchester's pay scheduled at a pay grade 18/Step 1 (\$23.09). The proposed increase will commensurate with the Manchester Police Department's most junior Police Officer, that being a pay grade 19/Step 3 (\$26.22). My administration sees a need for this increase as an incentive to retain our current Reserve Officers and to incentive future retirees to remain with the agency as a Reserve Officer.

The primary duty of the Reserve Officers is to assist and support full-time personnel in the day-to-day delivery of law enforcement services to the community. Reserve Officers will be assigned to patrol functions to assist and supplement the full-time officers. Some of these functions include but are not limited to serving subpoenas, working special events, assisting in the booking area, traffic control duties and any other duties as directed.

Over the years, as our department grew and acquired other responsibilities, the need has risen exponentially for Reserve Officers to supplement our full-time officers and detectives. Reserve Officers assist the Investigative Division constantly in the presentation of felony level indictments to the Hillsborough County grand juries. Due to the large case load in Manchester, they are needed for several days during the third week of every month. Their assistance is paramount, especially when our investigators are not available due to a critical incident investigation. Reserve Officers also assist in

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



March 4, 2021

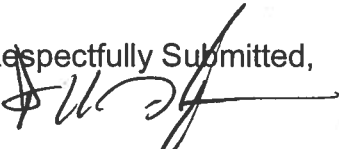
the areas of data entry, specifically NCIC validations, criminal court bail conditions and domestic violence petition conditions. With the skills obtained during their careers, Reserve Officers assist the department in the areas of grant writing, court preparation and research with regard to requests for police records.

As non-affiliated employees, the Reserve Officers do not receive pay increases normally governed by collective bargaining agreements nor do they receive cost of living increases. It is also my understanding that when the Reserve Officer Program was instituted in 2006, that the agreement was that the rate of pay for Reserve Officers would be equal to the rate of pay of a full-time entry level Police Officer.

This pay increase will not have a negative impact on the Manchester Police Department FY 2021 budget as we can absorb any additional cost.

Thank you in advance for your consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Aldenberg', written over the text 'Respectfully Submitted,'.

Allen D. Aldenberg
Chief of Police

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the Public Works Director to reclassify an Equipment Operator II to an Equipment Operator IV and update class specifications for Equipment Operator II, III, IV and V be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Toni Pappas, Chair
Patrick Robinson
James Burkush
Trixie Vazquez
Armand Forest

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

March 4, 2021

Kathleen Ferguson
Human Resource Department
One City Hall Plaza
Manchester, NH 03101

Attention: Kathleen Ferguson SHRM-CP, PHR, H.R. Director

Subject: Desk Audit - Paver Operator (EOP III) Class Specification &
Equipment Operator II through V Class Specification Revisions

The Department of Public Works respectfully requests a desk audit of our Paver Operator position, Equipment Operator III.

While reviewing the Equipment Operator class specifications, we discovered that the Paver Operator, who is responsible for a highly intricate piece of equipment, is currently classified as an EOP III. This position is actually identified in the City's EOP IV class specification. I believe the Paver Operator position may have been incorrectly classified. Your review of this matter would be appreciated.

We have also reviewed the Equipment Operator classification specifications and recommend the attached changes.

Any salary changes as a result of the desk audit can be funded within our current budget.

Sincerely,

Kevin Sheppard, P.E.
Public Works Director

cc: Timothy J. Clougherty, Deputy Director
Tiffany Lucas, Business Services Officer

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

November 16, 2020

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Public Works Director, Kevin Sheppard requested a desk audit on a current Paver Operator – Equipment Operator III (5460) grade 14. The incumbent operates a Paver which is a highly intricate piece of equipment and included in the Class Specification Equipment Operator IV (5470) grade 15.

Human Resources Department's HR Analyst performed a desk audit on March 11, 2021. The HR Analyst concluded that the incumbent was indeed operating the paver on a consistent basis, as well as performing the duties and responsibilities of an Equipment Operator IV.

During the review process, Director Sheppard noted some necessary updated revisions to other Equipment Operator II through V class specifications.

He confirms he has the funds available for the reclassification in the Public Work's FY 2021 budget.

Human Resources recommends:

- Reclassifying one (1) Equipment Operator III (5460) Grade 14 to an Equipment Operator IV (5470) Grade 15; and

Updating class specifications:

- Equipment Operator II (5450) Grade 13
- Equipment Operator III (5460) Grade 14
- Equipment Operator IV (5470) Grade 15; and
- Equipment Operator V (5480) Grade 16.

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065
E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator II
Class Code Number	5450-13

General Statement of Duties

Drives trucks in support of municipal projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to drive a truck in support of the construction, repair and maintenance duties in streets, sewers, parks, water operations, sidewalks, bridges and related common areas. This class is distinguished from the class of Equipment Operator I by the operation of large scale trucks. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Drives all single and tandem axle trucks within the City ~~that require a Class B CDL~~ Class B CDL License engaged in hauling materials, supplies and refuse;
- Operates ~~Bbrinetank~~ trucks requiring a tanker endorsement to haul water and sprinkle streets;
- ~~Maintains responsibility for an assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;~~

- Participates in the performance of sewer, construction, maintenance and repair functions;
- Performs street construction, maintenance and repair functions;
- Loads and unloads trucks;
- ~~Performs pre and post-trip inspections and post-trip inspection;~~
- ~~Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;~~
- Cuts brush and clears right-of-ways;
- ~~Drives a tractor with a mowing machine or loader attachment;~~
- Operates a small patch roller, up to three tons, in street patching operations;
- Plows, sands and salts streets;
- Performs physical duties associated with natural disasters and other emergencies;
- Performs preventative maintenance and minor service on assigned equipment;
- ~~Operates equipment of a lower grade classification specification as necessary;~~
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of streets and sewer, water and parks construction, maintenance and repair activities;
- Thorough knowledge of all safety procedures and practices as applied to civil construction projects;
- Skill in the construction and maintenance of municipal sewer, water, parks, streets and related common areas;
- Ability to train, supervise and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in the operation of trucks; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- The ability to pass a pre-employment physical exam and drug screen test;
- On-call status;
- Class B CDL.
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a truck;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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Class Title	Equipment Operator II
Class Code Number	5450-13

General Statement of Duties

Drives trucks in support of municipal projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to drive a truck in support of the construction, repair and maintenance duties in streets, sewers, parks, water operations, sidewalks, bridges and related common areas. This class is distinguished from the class of Equipment Operator I by the operation of large scale trucks. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Drives all single and tandem axle trucks within the City that require a Class B CDL License engaged in hauling materials, supplies and refuse;
- Operates brine trucks requiring a tanker endorsement to haul water and sprinkle streets;
- Participates in the performance of sewer, construction, maintenance and repair functions;
- Performs street construction, maintenance and repair functions;
- Loads and unloads trucks;
- Performs pre and post-trip inspections;

- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Cuts brush and clears right-of-ways;
- Operates a small patch roller, up to three tons, in street patching operations;
- Plows, sands and salts streets;
- Performs physical duties associated with natural disasters and other emergencies;
- Performs preventative maintenance and minor service on assigned equipment;
- Operates equipment of a lower grade class specification as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)
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- | |
|--|
| <ul style="list-style-type: none"> • Thorough knowledge of streets and sewer, water and parks construction, maintenance and repair activities; • Thorough knowledge of all safety procedures and practices as applied to civil construction projects; • Skill in the construction and maintenance of municipal sewer, water, parks, streets and related common areas; • Ability to train, supervise and coordinate the work of others; • Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; • Ability to understand and follow oral and/or written policies, procedures and instructions; • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; • Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; • Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; • Integrity, ingenuity and inventiveness in the performance of assigned tasks. |
|--|

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in the operation of trucks; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- The ability to pass a pre-employment physical exam and drug screen test;
- On-call status;
- Class B CDL.
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a truck;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator II) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator II, Class Code 5450, Grade 13 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator III
Class Code Number	5460-14

General Statement of Duties

Operates motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate motorized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator II by the operation of larger scale equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates various types of motorized equipment in performing construction and maintenance work, including ~~skid loaders~~ ~~bobcats~~, ~~backhoes~~, boom trucks, ~~front-end loaders~~, ~~sidewalk tractors with or without attachments~~, ~~soil stabilizers~~, ~~self-propelled roller compactors in excess of three tons~~, ~~log loaders~~, ~~single axle and tandem trucks~~, ~~sidewalk plow~~, augers, ~~tree spades~~, ~~sewer eductor~~ and ~~sSewer jet rRod vVactor~~, ~~box blades and post drivers~~ and equipment listed in lower Equipment Operator positions;
- Operates self-propelled roller compactors in excess of three tons;

- Operates motorized street sweeping and cleaning equipment to maintain City streets and keep streets free of dirt, leaves and other debris;
- Provides maintenance support for other City Departments to clean streets after construction and maintenance work;
- Performs pre and post-trip inspections and post trip inspection;
- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Installs and adjust broomsCalibrates brooms on the street sweeper;
- Excavates trenches and ditches;
- Moves pipes and culverts;
- Stretches chain link fence;
- Augers holes and drives posts;
- Prepares sub-grades and performs rough grading;
- Compacts soil and other materials;
- Drives a truck, including snow removal operations;
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on light equipment;
- Operates equipment of a lower grade classificationspecification as necessary;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately -informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends- meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the operation and maintenance of motorized equipment appropriate to assigned duties;
- Thorough knowledge of construction equipment, materials and methods;
- Thorough knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;

- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On call status;
- Class B CDL or;
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a truck;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator III
Class Code Number	5460-14

General Statement of Duties

Operates motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate motorized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator II by the operation of larger scale equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates various types of motorized equipment in performing construction and maintenance work, including bobcats, boom trucks, frontend loaders, sidewalk tractors with or without attachments, augers, and sewer jet rod vactor;
- Operates self-propelled roller compactors in excess of three tons;
- Operates motorized street sweeping and cleaning equipment to maintain City streets and keep streets free of dirt, leaves and other debris;
- Provides maintenance support for other City Departments to clean streets after construction and maintenance work;

- Performs pre and post-trip inspections;
- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Calibrates brooms on the street sweeper;
- Excavates trenches and ditches;
- Moves pipes and culverts;
- Stretches chain link fence;
- Augers holes and drives posts;
- Prepares sub-grades and performs rough grading;
- Compacts soil and other materials;
- Drives a truck, including snow removal operations;
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on equipment;
- Operates equipment of a lower grade class specification as necessary;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Thorough knowledge of the operation and maintenance of motorized equipment appropriate to assigned duties;
- Thorough knowledge of construction equipment, materials and methods;
- Thorough knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Substantial knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;
- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On call status;
- Class B CDL or;
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a truck;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator III) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator III, Class Code 5460, Grade 14 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator IV
Class Code Number	5470-15

General Statement of Duties

Operates complex motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate specialized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator III by the use of larger scale equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates complex motorized equipment, including ~~motor patrols, two-yard and larger loaders, motor graders, backhoes, truck or tractor and trailer combinations, low boy, self propelled roller, self--powered~~ snow blowers, ~~loader attachments,~~ pavers, ~~and planers,~~ bulldozers;; mini-excavator up to 14 tons and smaller equipment listed in lower Equipment Operator positions;;
- Operates mini-excavator up to 14 tons or less;
- Cuts and finishes grades and prepares sub-grades;
- Evacuates trenches, spreads earth, digs holes, clears debris and related earth moving procedures;

- Grades and resurfaces streets;
- Lifts, moves and lowers pipes, beams and related heavy weight materials;
- ~~Performs pre and post-trip inspections and post-trip inspection;~~
- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Uses backhoe to dig, grade, load trucks and lift and remove buried objects;
- ~~Grades and prepares surfaces for athletic fields;~~
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on equipment;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Operates equipment of a lower grade classification specification as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately—informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the operation and maintenance of all motorized equipment appropriate to assigned tasks;
- Comprehensive knowledge of construction equipment, materials and methods;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;
- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On call status;
- Class B CDL.or;
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate assigned motorized equipment;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator IV
Class Code Number	5470-15

General Statement of Duties

Operates complex motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate specialized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator III by the use of larger scale equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates complex motorized equipment, including graders, backhoes, self-powered snow blower, loader attachments, pavers, and bulldozers;
- Operates mini-excavator up to 14 tons or less;
- Cuts and finishes grades and prepares sub-grades;
- Evacuates trenches, spreads earth, digs holes, clears debris and related earth moving procedures;
- Grades and resurfaces streets;
- Lifts, moves and lowers pipes, beams and related heavy weight materials;
- Performs pre and post-trip inspections;

- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Uses backhoe to dig, grade, load trucks and lift and remove buried objects;
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on equipment;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Operates equipment of a lower grade class specification as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of the operation and maintenance of all motorized equipment appropriate to assigned tasks;
- Comprehensive knowledge of construction equipment, materials and methods;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;
- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On call status;
- Class B CDL, or;
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate assigned motorized equipment;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator IV) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator IV, Class Code 5470, Grade 15 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator V
Class Code Number	5480-16

General Statement of Duties

Operates complex motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate specialized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator IV -by the use of heavy equipment requiring a greater skill level and designating a larger responsibility. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates heavy motorized equipment, including ~~bulldozers~~ ~~power shovel~~ ~~excavator in excess of 14 tons~~, cranes, draglines, clam shells and related equipment used in municipal construction and maintenance projects and civic emergencies;
- Operates excavator in excess of 14 tons;
- Operates complex motorized equipment, including ~~motor patrols~~, ~~two yard and larger loaders~~, ~~motor graders~~, ~~backhoes~~, truck or tractor and trailer combinations requiring a Class A CDL License-A, ~~low boy~~, ~~self propelled roller~~, ~~pavers~~, ~~planers and bulldozers~~;

- Cuts and finishes grades and prepares sub-grades;
- Evacuates trenches, spreads earth, digs holes, clears debris and related earth moving procedures;
- Grades and resurfaces streets;
- Lifts, moves and lowers pipes, beams and related heavy weight materials;
- Performs pre and post-trip inspections and post trip inspection;
- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on equipment;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Operates equipment of a lower grade classification specification -as necessary;
- Operates a truck, including snow removal operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately—informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends -meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;
- Removes snow from sidewalks, common areas and around or on hydrants;
- May act as lead person over crew.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the use of power shovels, cranes, draglines, clam shells and related equipment;
- Comprehensive knowledge of the operation and maintenance of other motorized equipment designated in the light and medium equipment operator classifications;
- Comprehensive knowledge of construction equipment, materials and methods;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;
- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status.
- Class A or B CDL ~~or class A CDL~~;
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate assigned motorized equipment;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Operator V
Class Code Number	5480-16

General Statement of Duties

Operates complex motorized construction and repair equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to operate specialized equipment involved in municipal construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Operator IV by the use of heavy equipment requiring a greater skill level and designating a larger responsibility. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Operates heavy motorized equipment, including bull-dozers and related equipment used in municipal construction and maintenance projects and civic emergencies;
- Operates excavator in excess of 14 tons;
- Operates complex motorized equipment, including truck or tractor and trailer combinations requiring a Class A CDL License;
- Cuts and finishes grades and prepares sub-grades;

- Evacuates trenches, spreads earth, digs holes, clears debris and related earth moving procedures;
- Grades and resurfaces streets;
- Lifts, moves and lowers pipes, beams and related heavy weight materials;
- Performs pre and post-trip inspections;
- Maintains responsibility for assigned piece of equipment, including maintaining an awareness of all activity around the equipment and practicing defensive driving when in pedestrian and vehicle traffic;
- Changes buckets, blades and other attachments on equipment;
- Inspects and performs preventative maintenance on equipment;
- Loads and unloads equipment, materials and refuse to dispose of material, distribute construction goods and products and municipal areas;
- Operates equipment of a lower grade class specification as necessary;
- Operates a truck, including snow removal operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification;
- Removes snow from sidewalks, common areas and around or on hydrants;
- May act as lead person over crew.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of the use of power shovels, cranes, draglines, clam shells and related equipment;
- Comprehensive knowledge of the operation and maintenance of other motorized equipment designated in the light and medium equipment operator classifications;
- Comprehensive knowledge of construction equipment, materials and methods;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of proper lifting techniques and personal protective equipment;
- Ability to comprehend and follow safety rules and regulations;
- Ability to train and coordinate the work of others;
- Skill in the operation of motorized equipment as applied to public construction projects;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in motorized equipment operation; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status.
- Class A or B CDL.
- Any minimum standards required for commercial driver licensing in accordance with the Commercial Motor Vehicle Safety Act.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor construction and maintenance activities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate assigned motorized equipment;
- Sufficient physical strength and endurance, with or without reasonable accommodation, to lift and carry, through a full range of motion, up to 70 pounds occasionally and 35 pounds frequently.

Approved by:_____ Date:_____

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator V) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator V, Class Code 5480, Grade 16 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the Water Works Director to:

- Eliminate one (1) vacant Civil Engineer II, grade 21
- Add one (1) Civil Engineer II, grade 22
- Revise class specifications for Civil Engineer and Civil Engineer II

be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

March 26, 2021

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Water Works Director, Philip Croasdale requests eliminating one (1) vacant Civil Engineer II (5790) grade 21, and adding one (1) new Civil Engineer III (5795) grade 22 to its' current complement.

According to Director Croasdale, Manchester Water Works has upcoming construction projects including the Merrimack River Water Treatment Plant and Raw Water Pumping Station, as well as the need for an individual with considerable drinking water treatment knowledge and experience to assist with management and optimization of the City's Lake Shore Road and new Kimball Road treatment facilities.

A Civil Engineer III is recommended due to the additional scope of responsibilities, and supervisory and project management duties.

Director Croasdale has confirmed funding for this position from the Merrimack Source Development Project Fund (MSDP Fund).

Director Croasdale also requests adding "preferred" to the Required Special Qualifications: "Grade III WTP or Distribution Operator's License (Water Works Department only)" on both the Civil Engineer II and the Civil Engineer III Class Specifications. Removing this requirement and revising to "preferred" allows the Department to recruit in a manner that will produce a higher number of qualified applicants.

Human Resources recommends:

1. Eliminating one (1) vacant Civil Engineer II (5790) grade 21, and
2. Adding one (1) new Civil Engineer III (5795) grade 22.
3. Revising the Civil Engineer (5790), and the Civil Engineer III (5795) class specifications, by adding “preferred” to the Required Special Qualifications - Grade III WTP or Distribution Operator’s License (Water Works Department only)

Respectfully submitted,

Kathleen Ferguson, PHR, SHRM-CP
Human Resources Director



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

WILLIAM R. TROMBLY, JR.
President

LINDA L. MICCIO
Clerk

Ex Officio
HON. JOYCE CRAIG
Mayor

PHILIP W. CROASDALE
Director

March 1, 2021

Ms. Kathleen Ferguson, SHRM-CP, PHR
Director Human Resources
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Civil Engineer III

Dear Kathy:

I request authorization to make the following changes to Manchester Water Works (MWW) complement;

- Eliminate the Civil Engineer II (Class Code 5790-21, Grade 21) position currently unfilled;
- Add a Civil Engineer III (Class Code 5795-22, Grade 22) position;
- Add 'Preferred' in parenthesis to bullet #4 under Required Special Qualifications, 'Grade III WTP or Distribution Operator's License- (Water Works Department only)'.

The Civil Engineer II position was vacated when David Miller was promoted to Water Supply Administrator (and subsequently Deputy Director, Water Supply) in 2013. Given the upcoming construction of the Merrimack River Water Treatment Plant and Raw Water Pumping Station project along with other ongoing and future capital improvement projects we feel this is an advantageous and necessary time to refill this position.

I ask that the position of Civil Engineer III (Pay Grade 22) be added in order to more effectively attract candidates with the level of skills and experience desired. The primary distinction of a Civil Engineer III from the Civil Engineer II position is the broader scope of responsibility, and possession of additional supervisory and project management duties required and desired by Manchester Water Works. Along with comprehensive engineering skills, we are specifically looking for an individual with considerable drinking water treatment knowledge and experience to assist with management and optimization of our Lake Shore Road and new Kimball Road treatment facilities.

I would also like to advise that an in-house trained Water Supply Engineer presents a well-qualified succession candidate for Deputy Director Miller.

Attached is a copy of the City of Manchester's Class Specification for both the Civil Engineer II and III positions.

Civil Engineer III
Page two
March 1, 2021

Funding for this position will be from our Merrimack Source Development Project Fund (MSDP Fund). As such, upon approval by you and then the full Board of Mayor and Alderman of the above, we would plan on hiring the position as soon as possible to be on staff as the Kimball Road Treatment Plant Project gets underway, currently scheduled for April or May.

The Board of Water Commissioners approved the above changes at the February 25, 2021 monthly Meeting.

We would therefore respectfully request that authorization be given to begin the process to fill this very important position immediately. Should you have any questions with regard to the above, please feel free to contact me at 792-2800.

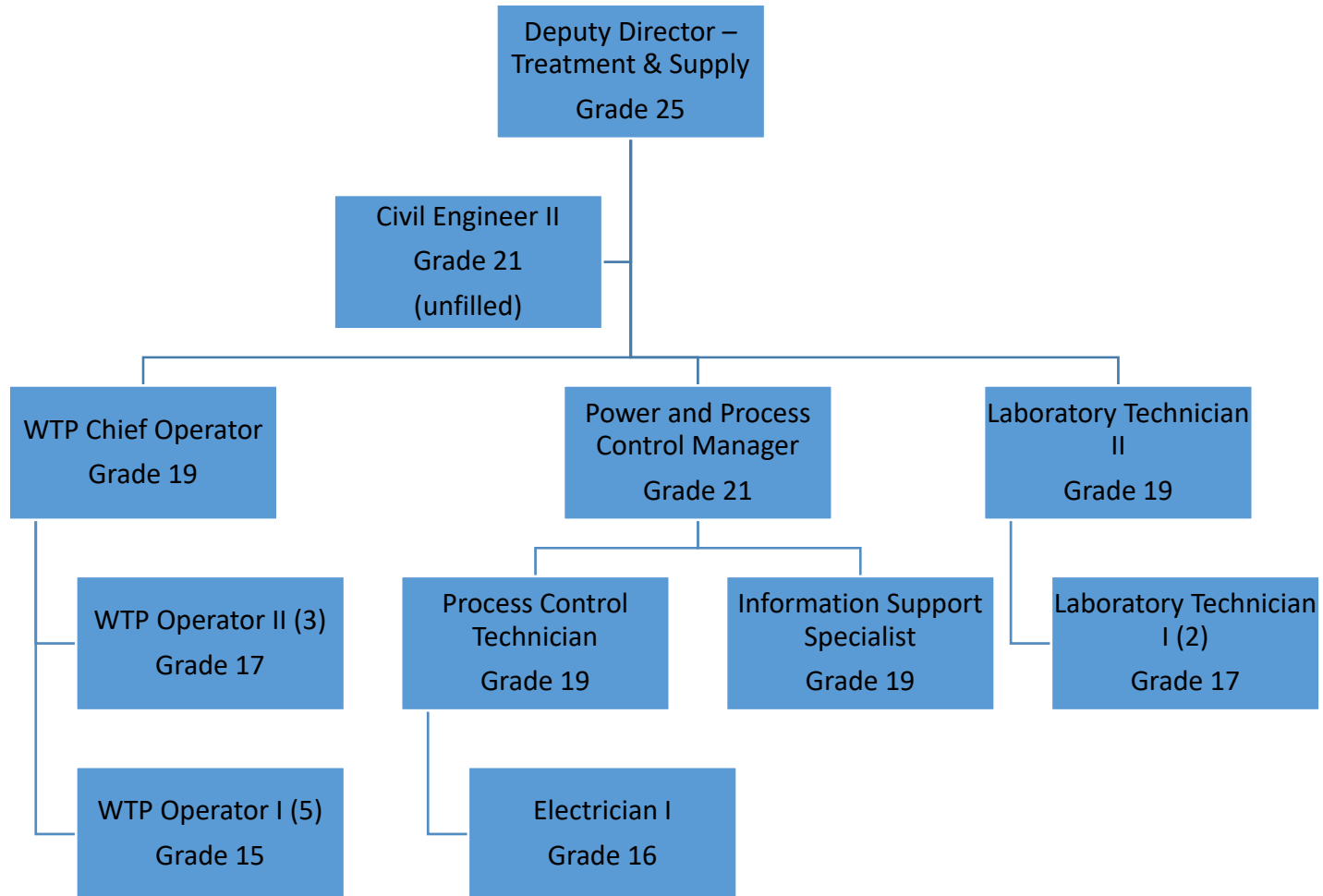
Sincerely,

Philip Croasdale

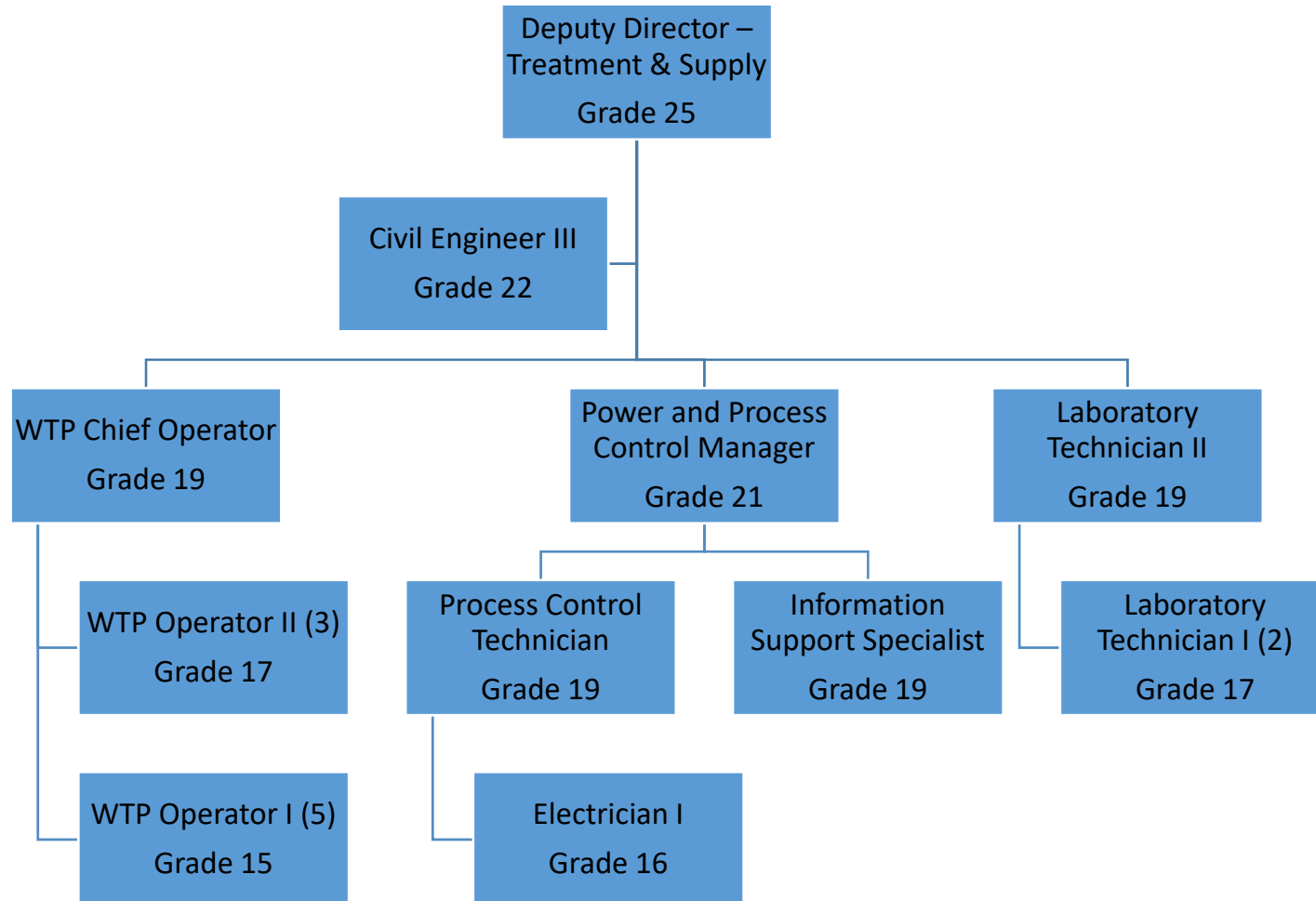
Philip Croasdale, Director

PC:dp

Treatment and Supply - Current



Treatment and Supply - Proposed





City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Civil Engineer III
Class Code Number	5795-22

General Statement of Duties

Performs professional engineering work in the management of public improvement and construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional engineering work in the management of public improvement and construction projects, including the development, supervision and review of engineering designs. The work is performed under the supervision and direction of the Engineering Manager or other assigned supervisors, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Civil Engineer II by the broader scope of responsibility due additional supervisory and project management duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Engineering Manager, other City employees, consultants, business and community organizations, and the general public. The principal duties of this class are performed in general office environment, and/or at various construction sites throughout the City.

Examples of Essential Work (illustrative only)

- Plans, designs, and supervises the development, installation, improvement, and construction of civic projects;

- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of plant equipment and facilities, including preparing facility plans, working drawings, specifications, and cost estimates;
- Reviews project's schedule and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion;
- Ensures the function conformity of plans and specifications with all current national codes and standards;
- Reviews consultant's plans, specifications, and estimates for proposed facility improvements by private developers;
- Oversees the coordination of procurement, scheduling, and supervision of work by outside contractors, and performs inspections of completed work as required;
- Coordinates new construction and renovation efforts with plant programs, including arranging schedules, plans, and guides;
- Develops concepts, designs, plans, and budgets designated City improvement and/or construction projects, including preparing plans, estimates, and specifications to develop modifications and enhancements to existing facilities;
- Serves as the resident engineer for a variety of major public works projects;
- Supervises and directs the work of other engineering and operations personnel;
- Provides engineering advice and consultation to departmental personnel, including evaluating complex construction issues, and determining and taking the appropriate measures to ensure a timely and effective resolution;
- Analyzes reports, maps, drawings, blueprints, tests, and related information in project planning and design, including calculating costs and project feasibility;
- Coordinates with contractors, consulting engineers, and other officials to gather and disseminate information, and maintain related records as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of civil or mechanical and/or electrical engineering principles, practices, and techniques;
- Comprehensive knowledge of the principles and practices of engineering design;

- Comprehensive knowledge of engineering drafting standards, symbols, and design methods;
- Comprehensive knowledge of construction methods, materials, and equipment;
- Ability to operate AutoCAD and Engineering software, including programmable calculators;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in Civil, Mechanical, or Electrical Engineering; and
- Extensive professional engineering operations experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On Call Status;
- Valid New Hampshire Driver's License;
- New Hampshire Professional Engineering License;
- Grade III WTP or Distribution Operator's License (Water Works Department only) Preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear, concise, and quality engineering designs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various construction sites throughout the City.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Civil Engineer III
Class Code Number	5795-22

General Statement of Duties

Performs professional engineering work in the management of public improvement and construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional engineering work in the management of public improvement and construction projects, including the development, supervision and review of engineering designs. The work is performed under the supervision and direction of the Engineering Manager or other assigned supervisors, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Civil Engineer II by the broader scope of responsibility due additional supervisory and project management duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Engineering Manager, other City employees, consultants, business and community organizations, and the general public. The principal duties of this class are performed in general office environment, and/or at various construction sites throughout the City.

Examples of Essential Work (illustrative only)

- Plans, designs, and supervises the development, installation, improvement, and construction of civic projects;
- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of plant equipment and facilities, including preparing facility plans, working drawings, specifications, and cost estimates;

- Reviews project's schedule and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion;
- Ensures the function conformity of plans and specifications with all current national codes and standards;
- Reviews consultant's plans, specifications, and estimates for proposed facility improvements by private developers;
- Oversees the coordination of procurement, scheduling, and supervision of work by outside contractors, and performs inspections of completed work as required;
- Coordinates new construction and renovation efforts with plant programs, including arranging schedules, plans, and guides;
- Develops concepts, designs, plans, and budgets designated City improvement and/or construction projects, including preparing plans, estimates, and specifications to develop modifications and enhancements to existing facilities;
- Serves as the resident engineer for a variety of major public works projects;
- Supervises and directs the work of other engineering and operations personnel;
- Provides engineering advice and consultation to departmental personnel, including evaluating complex construction issues, and determining and taking the appropriate measures to ensure a timely and effective resolution;
- Analyzes reports, maps, drawings, blueprints, tests, and related information in project planning and design, including calculating costs and project feasibility;
- Coordinates with contractors, consulting engineers, and other officials to gather and disseminate information, and maintain related records as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of civil or mechanical and/or electrical engineering principles, practices, and techniques;
- Comprehensive knowledge of the principles and practices of engineering design;
- Comprehensive knowledge of engineering drafting standards, symbols, and design methods;
- Comprehensive knowledge of construction methods, materials, and equipment;
- Ability to operate AutoCAD and Engineering software, including programmable calculators;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in Civil, Mechanical, or Electrical Engineering; and
- Extensive professional engineering operations experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On Call Status;
- Valid New Hampshire Driver's License;
- New Hampshire Professional Engineering License;
- Grade III WTP or Distribution Operator License (Water Works Department only) preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear, concise, and quality engineering designs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various construction sites throughout the City.

Approved by:_____ Date:_____

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Civil Engineer III) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Civil Engineer III, Class Code 5795, Grade 22 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request from the HR Director for an educational repayment pilot program effective in FY2022 using partial funding from the tuition reimbursement program be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Kathleen Ferguson
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

March 10, 2021

Alderman Will Stewart, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Chair Stewart and HRIC Members:

Per the Committee's request, at the prior HRIC meeting on March 2, 2021, the attached revised Education Repayment Program Policy now includes:

Loans approved

D) Loans for postsecondary institutions and programs *“and/or certifications with accreditation recognized by the US Department of Education....”*

Loans not approved

K) Loans for certifications *“with or without accreditation not recognized by the US Department of Education.”*

I recommend approval of the new revised Education Repayment Program Policy effective July 1, 2021.

Respectfully submitted,

Kathleen Ferguson, SHRM-CP, PHR
Human Resources Director

City of Manchester
Human Resources Department
One City Hall Plaza
Manchester, NH 03101-1932
Tel: (603) 624-6543
Fax: (603) 628-6065

EDUCATION REPAYMENT PROGRAM POLICY CITY OF MANCHESTER, NEW HAMPSHIRE

Purpose: The City of Manchester, NH is pleased to offer the Education Repayment Program to attract and retain its employees by providing student loan repayment assistance to those who have completed a degree program.

I. Policy:

1. City of Manchester (City) will provide eligible employees contributions applied to the employee's qualified higher education student loan.

II. Objectives and Philosophy:

1. It is the objective and philosophy of the City:
 - A) to continue to provide employees market competitive benefits and help reduce their student loan debt;
 - B) to help employees pay their loans off faster and save on interest.

III. Employee Eligibility:

- A) Active full-time regular employees working more than 20 regular hours per week
- B) Active part-time regular employees working more than 20 regular hours per week

Employees NOT Eligible

- Temporary employees
- Probationary employees

CITY OF MANCHESTER, NEW HAMPSHIRE - EDUCATION REPAYMENT PROGRAM POLICY

- Employees participating in the City's Tuition Reimbursement Program or have participated in the City's Tuition Reimbursement program within the past two (2) fiscal years. *

*Employees participating in the Education Loan Repayment Program are not eligible to participate in the City's Tuition Reimbursement Program.

IV. Loan Eligibility

Loans Approved

- A) Loans in the employee's name and used to pay for the employee's higher education;
- B) Loans for complete degrees;
- C) Loans for online colleges and universities accredited by recognized accreditation agencies;
- D) Loans for postsecondary institutions and programs and/or certifications with accreditation recognized by the US Department of Education.
 - Please refer to the US accreditation database for further details:
<https://ope.ed.gov/accreditation/>

Degrees approved

- E) Associate degrees
- F) Bachelor degrees
- G) Graduate degrees

Loans not approved

- H) Loans in default, in collections, or if not currently required to make loan payments for any reason;
- I) Loans in someone else's name used to pay for the employee's education;
- J) Loans in employee's name and used to pay for someone else's education (e.g., loan taken out for a child/ward etc.);
- K) Loans for certifications with or without accreditation not recognized by the US Department of Education.

V. Contribution Structure

For all Program-eligible employees, The City of Manchester will make monthly contribution payments, provided funds are available, until the selected loan is repaid or the lifetime maximum contribution is reached. Only one loan at a time may be selected by the employee for a contribution under the Program.

- A) For all eligible employees, a monthly payment of \$50.00 will be paid by The City of Manchester to the loan service provider, up to a lifetime maximum of \$2,400.00 or until the loan is considered repaid.
- B) A loan is considered repaid once the outstanding balance is below an amount equal to two times the monthly contribution amount.
- C) Employees must continue to make the monthly minimum loan payments to the loan service provider; the City's student loan contribution is in addition to the employee's monthly payment.

VI. Program Enrollment

- A) If employees meet the eligibility requirements outlined in this document, and funds are available, they will be required to submit necessary documents to the service provider during the enrollment process. These documents will be validated to determine eligibility. Further instructions will be supplied via the enrollment email from the service provider to eligible employees.
- B) Employees must maintain employee and loan eligibility requirements outlined above for continued participation in this Program. If employee or loan status changes and employee is no longer eligible for the Program, contributions will cease.
- C) Employee is responsible for notifying the City's service provider of any changes in their loans that would result in their loan becoming ineligible for the Program.
- D) Employee is responsible for notifying the City's service provider if their loan becomes paid off and they are no longer eligible for continued contributions. Any overpayments returned by the loan service provider, to the employee must be returned to the loan service provider. The loan service provider will credit the City of Manchester on their next funding file.

Disclaimer:

All policies and procedures outlined in this Program are subject to change or have modifications at any time, at the sole discretion of the City of Manchester.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following traffic regulations be approved:

STOP SIGN

On Coral Avenue at Arizona Street (NWC)

Alderman Cavanaugh

NO PARKING ANYTIME

On Union Street, west side, from Central Street to a point 40 feet north

Alderman Sapienza

On Frontage Road, both sides, from a point 290 feet east of Ross Avenue to a point 500 feet east

Alderman Shaw

On Beech Street, west side, from Blodget Street to a point 145 feet north

On Beech Street, west side, from Bridge Street to a point 195 feet north

Alderman Stewart

15 MINUTE PARKING 8 AM-11 PM

On Union Street, west side, from a point 40 feet north of Central Street to a point 30 feet north

Alderman Sapienza

RESCIND 15 MINUTE PARKING 8 AM-11 PM

On Union Street, west side, from Laurel Southback Street to Central Street (ORD7470)

Alderman Sapienza

RESCIND NO PARKING ANYTIME

On Taylor Street, east side, from a point 130 feet south of Valley Street to a point 50 feet south (ORD8903)

Alderman Terrio

On Beech Street, west side, from Blodget Street to a point 60 feet northerly (ORD2629)

Alderman Stewart

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from Penuche's Music Hall for extended outdoor patio seating on Lowell Street was approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



Office of the City Clerk

Business Licensing Division

One City Hall Plaza

Manchester, NH 03101

603-624-6455

licensing@manchesternh.gov

APPLICATION FOR OUTDOOR SEATING / DINING

For licensed businesses interested in the temporary usage of outdoor space for restaurant seating/dining.

Restaurant Name	Penuche's Music Hall
Restaurant Address	1087 Elm St
Restaurant Contact and Phone	Kevin Stevens 617 513-7356
Building Owner Name	WBC Reality
Building Owner Address	1087 Elm St
Building Owner Contact Number	603 644 2669

Check all that apply:

☒ Food Service ☒ Alcohol Service ☐ Tent ☒ Music

Location of outdoor seating/dining:

☐ Private Property ☒ Public Property ☒ Both

Please provide the following information with this application:

- Diagram with measurements and proposed # of tables and seats.
- Dimensions of any tent(s).
Note: If over 400 square feet, include tent permit application (Planning Dept.) and the flame certificate.
- Proof of insurance with the City of Manchester listed as additionally insured for encumbrance seating on a public right-of-way to include seating in area of permitted parking spaces.
- Building/property owner letter of permission.
- Abutting property owner letter of approval.
Note: Required if using parking spaces designated for an adjacent property.

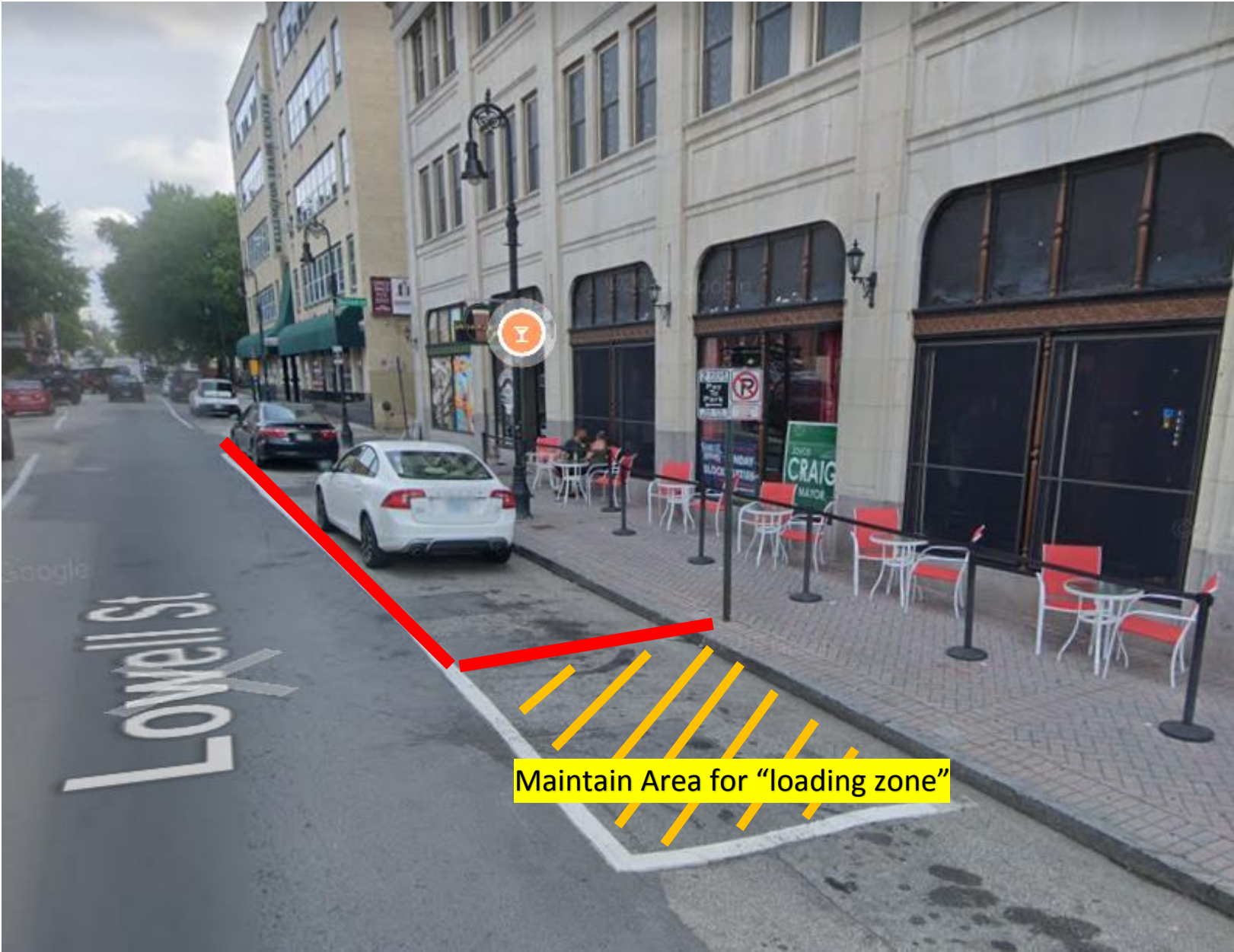
Licensee will comply with all state and local laws, Executive Orders, ordinances, requirements or conditions set forth by any department of the City of Manchester or any state agency. Licensee shall defend and indemnify the City of Manchester for any liability arising from the Holders' violation of any applicable rule, ordinance, law, or Executive Order. Any approval for outdoor dining issued is subject to be rescinded or cancelled under any new Executive Order, violation or health concern that places the patrons or the public at imminent risk or danger.

APPLICANT SIGNATURE:

Kevin Stevens

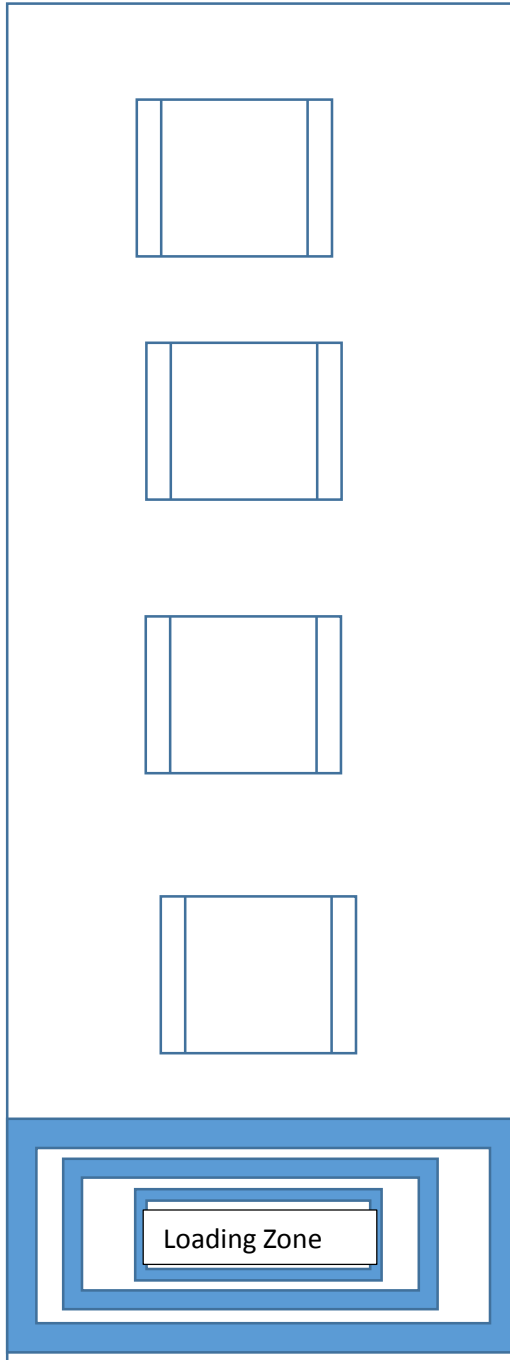
DATE:

2/18/21



Nutfield Ln

Lowell Street



TABLES :4

SEATING: 24 MAX

FOUR PICNIC STYLE TABLES SPACED 6FT APART.

BARRIER PLACED AT SIGN TO MAINTAIN LOADING ZONE

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from Buba Noodle Bar for extended outdoor patio seating on Lowell Street was approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond", with a stylized flourish at the end.

Clerk of Committee



Office of the City Clerk

Business Licensing Division

One City Hall Plaza

Manchester, NH 03101

603-624-6455

licensing@manchesternh.gov

APPLICATION FOR OUTDOOR SEATING / DINING

For licensed businesses interested in the temporary usage of outdoor space for restaurant seating/dining.

Restaurant Name	Buba Noodle Bar
Restaurant Address	36 Lowell St, Manchester, NH 03101
Restaurant Contact and Phone	603 - 935 - 7864
Building Owner Name	Daniel Lyman
Building Owner Address	415 River Rd, Manchester, NH 03104
Building Owner Contact Number	603-546-8071

Check all that apply:

☒ Food Service ☒ Alcohol Service ☐ Tent ☒ Music

Location of outdoor seating/dining:

☐ Private Property ☒ Public Property ☐ Both

Please provide the following information with this application:

- Diagram with measurements and proposed # of tables and seats.
- ☒ • Dimensions of any tent(s).
Note: If over 400 square feet, include tent permit application (Planning Dept.) and the flame certificate.
- ☐ • Proof of insurance with the City of Manchester listed as additionally insured for encumbrance seating on a public right-of-way to include seating in area of permitted parking spaces.
- ☐ • Building/property owner letter of permission.
- ☒ • Abutting property owner letter of approval.
Note: Required if using parking spaces designated for an adjacent property.

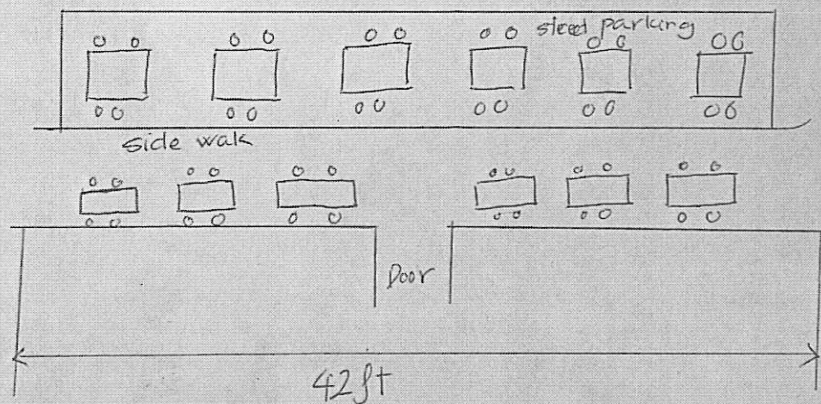
Licensee will comply with all state and local laws, Executive Orders, ordinances, requirements or conditions set forth by any department of the City of Manchester or any state agency. Licensee shall defend and indemnify the City of Manchester for any liability arising from the Holders' violation of any applicable rule, ordinance, law, or Executive Order. Any approval for outdoor dining issued is subject to be rescinded or cancelled under any new Executive Order, violation or health concern that places the patrons or the public at imminent risk or danger.

APPLICANT SIGNATURE:

DATE:

3/10/21

Table size : 24 x 36
Number of tables : 12
Seat : 48



BIRDSTONE INVESTMENTS LLC
36 LOWELL STREET
SUITE 205
MANCHESTER, NEW HAMPSHIRE 03101

March 9, 2021

Office of the City Clerk
Business Licensing Division
One City Hall Plaza
Manchester, NH 03101

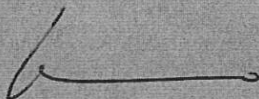
Re: Buba Noodle Bar: Application for Outdoor Seating/Dining

Dear Sir/Madam,

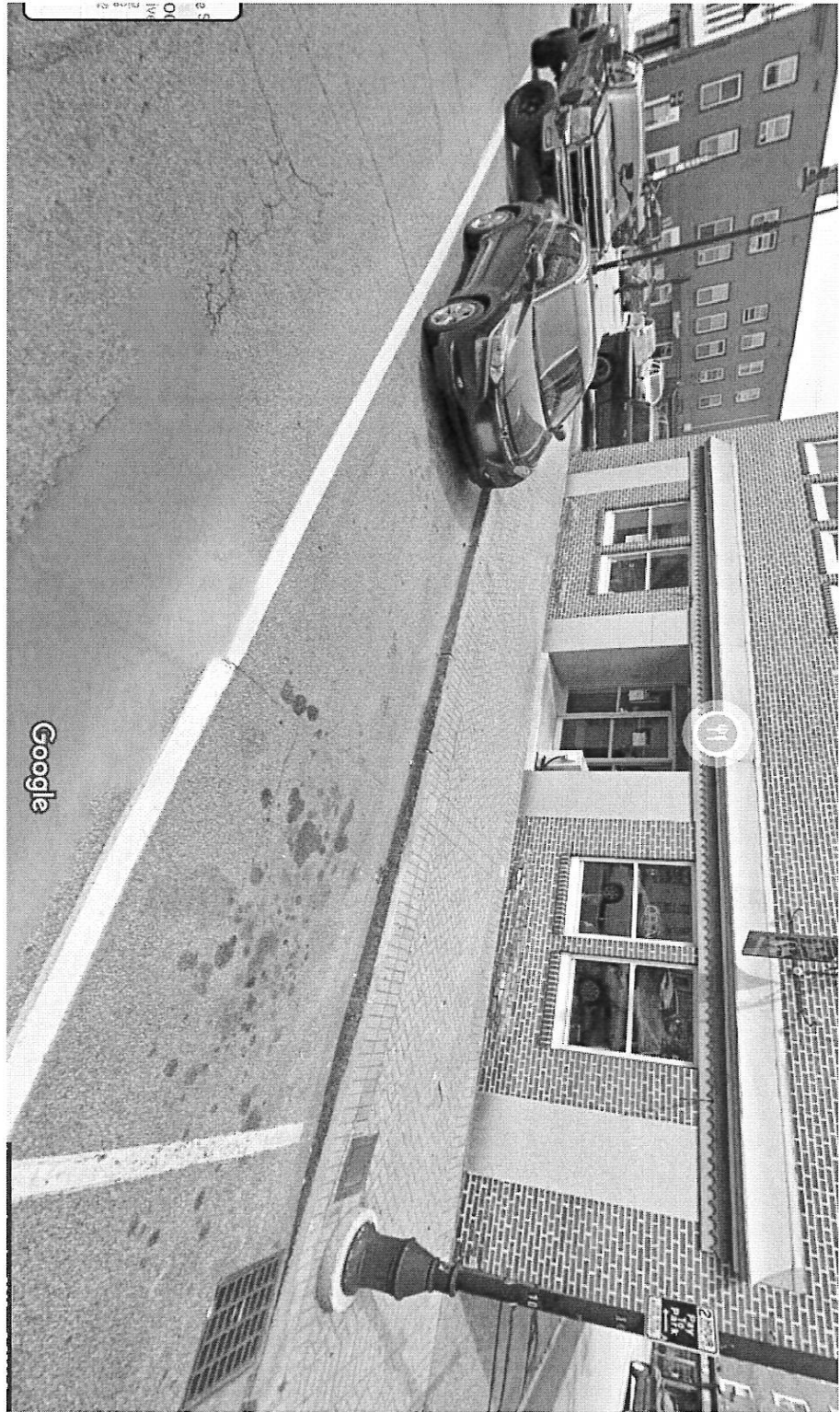
This letter will confirm that Birdstone Investments LLC, the owner of the property located at 36 Lowell Street, Manchester, New Hampshire, gives its permission for the granting of the application of Buba Noodle Bar for Outdoor Seating/Dining at 36 Lowell Street.

If you have any questions with respect to this letter, please feel free to contact me at the address above or by telephone at 603-546-8071.

Thank you.



Daniel Lyman
Manager
Birdstone Investments, LLC



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from Stark Mill Brewery for permission to place tables on the city green space adjacent to their property and use the public parking lot on the west side under the Amoskeag Bridge every Monday through Saturday from 11 a.m. to 10 p.m. and Sunday from 11 a.m. to 6 p.m. through October 2021 was approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



Office of the City Clerk

Business Licensing Division

One City Hall Plaza

Manchester, NH 03101

603-624-6455

licensing@manchesternh.gov

APPLICATION FOR OUTDOOR SEATING / DINING

For licensed businesses interested in the temporary usage of outdoor space for restaurant seating/dining.

Restaurant Name	Stark Brewing Company
Restaurant Address	500 N. Commercial St. Manchester
Restaurant Contact and Phone	Peter Telge - 603.566.2972
Building Owner Name	Peter Telge
Building Owner Address	93 Lucas Rd Manchester
Building Owner Contact Number	603.566.2972

Check all that apply:

☒ Food Service ☒ Alcohol Service ☒ Tent ☒ Music

Location of outdoor seating/dining:

☐ Private Property ☒ Public Property ☐ Both

Please provide the following information with this application:

- Diagram with measurements and proposed # of tables and seats.
- Dimensions of any tent(s).
Note: If over 400 square feet, include tent permit application (Planning Dept.) and the flame certificate.
- Proof of insurance with the City of Manchester listed as additionally insured for encumbrance seating on a public right-of-way to include seating in area of permitted parking spaces.
- Building/property owner letter of permission.
- Abutting property owner letter of approval.
Note: Required if using parking spaces designated for an adjacent property.

Licensee will comply with all state and local laws, Executive Orders, ordinances, requirements or conditions set forth by any department of the City of Manchester or any state agency. Licensee shall defend and indemnify the City of Manchester for any liability arising from the Holders' violation of any applicable rule, ordinance, law, or Executive Order. Any approval for outdoor dining issued is subject to be rescinded or cancelled under any new Executive Order, violation or health concern that places the patrons or the public at imminent risk or danger.

APPLICANT SIGNATURE: _____

DATE: 2/20/21 27.2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wieczorek Insurance 166 Concord St. Manchester NH 03104		CONTACT NAME: Joyce Torrey, AAI PHONE (A/C No. Ext): (603) 668-3311 E-MAIL ADDRESS: joyce@wizinsurance.com FAX (A/C No.): (603) 668-8413	
INSURED Stark Brewery, DBA: Pariseau-Telge Properties LLC & PTS Food Enterprises LLC 500 Commercial Street Manchester NH 03101		INSURER(S) AFFORDING COVERAGE INSURER A: Scotsdale Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 20-21 AI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		CPS7266654	6/30/2020	6/30/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED \$						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N/A					E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
		X					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is named as Additional Insured with regards to liability if required by written contract or agreement.

RE: Outside Seating

CERTIFICATE HOLDER**CANCELLATION**

sdisabat@manchesternh.gov

City of Manchester
Fire Dept.
100 Merrimack St.
Manchester, NH 03101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Robert Wieczorek/DMD

© 1988-2014 ACORD CORPORATION. All rights reserved.

COMMERCIAL STREET

TOP LOT
FOR PARKING

CONDO



75'

O-TABLES
SS -
SANTIZER
STATION

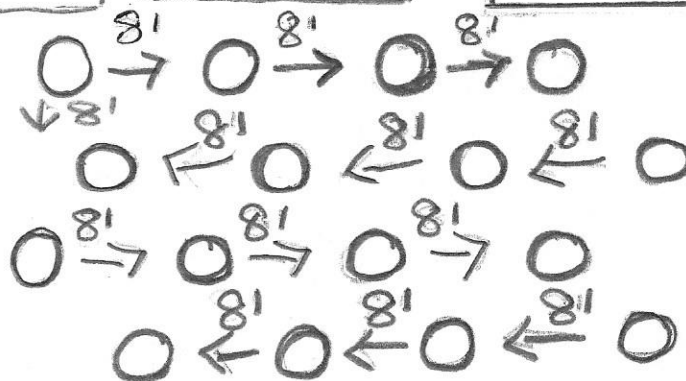


SEATING
234
6 chairs
per table

BRIDGE

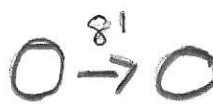
JERSEY
BARRIER

BRIDGE



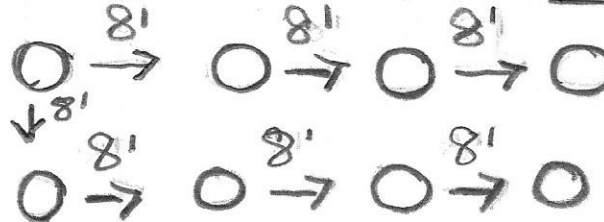
SS

BRIDGE



BRIDGE

SS



SS

75'

WALKWAY ALONG RIVER

27.4

To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Solid Waste Activities respectfully recommends, after due and careful consideration, that the city exercise its fourth and final option under the original agreement with Waste Management of NH, Inc. for an additional five year term beginning July 1, 2021.

(Unanimous vote with the exception of Alderman Hirschmann who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

RENEWAL AND AMENDMENT THREE
SOLID WASTE DISPOSAL AGREEMENT

BETWEEN

WASTE MANAGEMENT OF NEW HAMPSHIRE, INC.
AND CITY OF MANCHESTER, NEW HAMPSHIRE
("Amendment Three")

WHEREAS, an Agreement was made on the 10th day of June, 1996, effective the 1st day of July 1996 and first amended on June 16, 2011 ("Agreement") by and between the City of Manchester, New Hampshire (hereinafter "City") and Waste Management of New Hampshire, Inc., (hereinafter "Contractor"); and

WHEREAS, the City is desirous of exercising its option under Section 3., TERM OF AGREEMENT, to renew the Agreement for a fourth five-year term from July 1, 2021 ("Effective Date") to June 30, 2026, to receive those services identified on Exhibit B, under the terms of the Agreement as amended below; and

WHEREAS, Contractor is desirous of providing said service under the amended terms and conditions below.

NOW, THEREFORE, in consideration of the mutual covenants, undertakings and promises set forth herein, the City and Contractor do hereby covenant, promise, and agree as follows:

1. **Article 4. COMPENSATION FOR SERVICES.**, the schedule of charges specified under Section 4 (A) and Exhibit B of the Agreement, shall be amended as provided in the schedule attached hereto, incorporated herein and referred to as Exhibit B (7/1/2021 – 6/30/2026).
2. **Article 4 B. COST OF LIVING ADJUSTMENTS.**, Sections (i), (ii) and (iii) shall be modified to reflect the average annual percentage change in the CPI-U (All Urban Consumers) US City Average for the full calendar year preceding the rate adjustment. Section (iv) of Article 4B shall be modified to provide that no increase shall be less than 0% or more than 2.5%.

All other terms and conditions of the Agreement, unless otherwise modified by this Amendment Three, remain unchanged and in full force and effect.

IN Witness Whereof, the parties have caused this Amendment Three to be executed by their respective authorized officers or agents on the date set forth below.

Date: _____

City of Manchester
Honorable Mayor, Joyce Craig

Date: _____

Waste Management of New Hampshire Inc.
By its duly authorized representative,

EXHIBIT B

SCHEDULE OF CHARGES
July 1, 2021 – June 30, 2026

Item	July 1, 2020 - Jun 30, 2021	Jul 1, 2021- Jun 30, 2022	Jul 1, 2022- Jun 30, 2023	Jul 1, 2023 - Jun 30, 2024	Jul 1, 2024 - Jun 30, 2025	Jul 1, 2025 - Jun 30, 2026
Transfer and Haul from Facility to Turnkey (or other disposal facility selected by Contractor pursuant to Agreement), including Disposal Cost, of MSW, Construction & Demolition Debris, and Street Sweepings	\$68.44/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI
Disposal at Turnkey (or other disposal facility selected by Contractor pursuant to Agreement) of MSW, Construction & Demolition Debris and Street Sweepings	\$52.56/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI
Haul of MSW, Construction & Demolition Debris, and Street Sweepings from City Drop Off Facility	\$157.55/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI
Transfer and Haul from Facility to Turnkey (or other disposal facility selected by Contractor pursuant to Agreement), including Disposal Cost, of Grit	\$78.83/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI
Disposal at Turnkey (or other disposal facility selected by Contractor pursuant to Agreement) of Grit	\$63.07/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI
Hauling of Grit from City's Wastewater Treatment Plant	\$319.79/ton	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI	Adjusted per CPI

To the Board of Mayor and Aldermen of the City of Manchester:

The Special Committee on Solid Waste Activities respectfully advises, after due and careful consideration, that they support the reallocation of funds from CIP 713320 for modifications to the Drop-Off Facility.

(Unanimous vote with the exception of Alderman Hirschmann who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

Kevin A. Sheppard, P.E.
Public Works Director



Commission
Patrick Robinson, Chair
James Burkush
Trixie Vazquez
Armand Forest
Kathleen Sullivan

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

March 31, 2021

Special Committee on Solid Waste Activities
c/o Chairman Will Stewart
One City Hall Plaza
Manchester, NH 03101

Honorable Committee Members:

In 2020 the Board authorized a CIP project, 713320, in the amount of \$115,000. The intent of this project was to add an additional scale to the Dunbarton Road Dropoff facility.

The purpose of this was to reduce customer wait times. We have studied the issue extensively and feel that construction of an additional lane, bypassing the scale house altogether, would serve our purpose much better. This would be used by customers who do not require interaction with the scale or attendant.

In addition there are substantial repairs necessary to the scale itself, that are now required.

We recommend redirecting the funding already allocated, to the purposes mentioned above, along with any ancillary facility improvements which may arise.

Thank you for your consideration. I will be available for questions regarding this matter.

Sincerely,

Chaz Newton
Solid Waste and Environmental Programs Manager

Cc: Kevin A. Sheppard/Director
Timothy Clougherty/Deputy Director

April 8, 2021

Honorable Mayor Craig, Colleagues, and My Constituents;

It is with great sadness I have decided to resign my seat as the Alderman in Ward 8 effective immediately. Words cannot describe the genuine gratitude I have toward the voters of Ward 8 for conferring your trust upon me to represent the best interests of Ward 8 and the City of Manchester. I have truly enjoyed being your representative.

Over the course of the past year my family has had to contend with serious medical issues with my son. Some may also know my mother was diagnosed with Alzheimer's, which rapidly progressed and continues to do so. These medical issues have distracted and impacted me and my family a great deal.

As a husband, father, and son, my first responsibility is to my family. When not working, my family needs me to focus on their needs before others. I thank you all for the kindness and support you have shown me and my family. Today is not goodbye. It is hello to a new beginning.

Sincerely,

Michael Porter

ALEXANDRA B. HORTON

(978) 387-9445

[alexandra.b.horton@
gmail.com](mailto:alexandra.b.horton@gmail.com)

817 Maple St.
Manchester, NH
03104

Experience

Café la Reine, LLC, Manchester, NH (March 2013-present)

Sole owner and day to day manager of a successful coffee shop in downtown Manchester, NH. Opened the café for business in March, 2013. Awarded Best of New Hampshire 2014 Editor's Pick for Best Queen City Coffee Shop, Best of New Hampshire 2019 Best Manchester Area Coffee Shop, Best of New Hampshire 2020 Best Manchester Area Coffee Shop, as well as being featured in many local publications throughout the state.

A. Horton Consulting, LLC (November 2020-present)

CEO and founder of a small business consulting firm, with a focus on servicing entrepreneurs in the planning stages of their business.

Coffee at the Barre Podcast (November 2020-present)

Co-founder of a hyper-local small business podcast. Co-founded by Ashley Oberg. Alex and Ashley discuss small business, supporting local shops and restaurants, and host guests on the show. New episodes are released every Thursday on Spotify and Apple Podcasts. Based in Manchester, NH.

Barre Life, Manchester, NH (October 2016-present)

Barre instructor and yoga teacher at a busy, downtown barre and yoga studio. Currently teaching 5 barre classes and 5 yoga classes per week, and covering classes for other instructors as needed.

Education

Saint Anselm College, Manchester, NH

Honors Bachelor of Arts, Business (2011)

Philip J. Shacklette Award Recipient for Excellence in Business.

Boston Body Pilates

Balanced Body Barre (2016)

Completed 16 hours of education with Zayna Gold.

Boston Yoga School

RYT 200 Hour Yoga Teacher (2019)

Completed an in depth teacher training led by Ame Wren, registered with Yoga Alliance.

Leadership

Greater Manchester Chamber Board of Directors, January 2021-present

Saint Anselm College Reunion Committee, October 2020-present

Manchester Transit Authority Commissioner, May 2016-present

Vice Chair, May 2019-August 2020

Acting Chair, August 2020-present

Manchester Young Professionals Network, November 2014-September 2017

Co-Chair of the Social Committee, November 2014-September 2017

Chair of the Board, September 2016-September 2017

Leadership Greater Manchester, Class of 2016

Intown Manchester Board of Trustees, June 2015-present

Saint Anselm College Corporate Partners Committee, April 2015 – May 2018

Greater Manchester Chamber, 2013-present

Downtown Committee Member, March 2013-present

Awards

Saint Anselm College 10 Under 10, 2017

WZID 20 Most Outstanding Women 2015

Union Leader 40 Under Forty 2015

Community Involvement

Panelist, Leadership Greater Manchester 2021 Hospitality Day, December 2020

Judge, Social Innovation Pitch Competition, Center for Ethics in Business and Governance at Saint Anselm College, January 2018

Panelist, Center for Women's Business Advancement Leadership Summit, April 2016

Panelist, Soaring to New Heights: Women's Success Stories, Saint Anselm College, March 2016

Panelist, NEW Leadership New England, June 2015

Volunteer, Manchester Animal Shelter (January 2014-January 2017)



CITY OF MANCHESTER
Board of Aldermen

Clerk Matt Normand
1 City Hall Plaza
Manchester, New Hampshire

Matt,

Attached you will find the information from the School Charter Commission. I would like to bring this forward to our next Board of Mayor and Aldermen Meeting slated for April 20, 2021.

If you could send this to the Alderman so that we're all prepared in debating its merits and moving on its resolution, I would appreciate it.

The Commission did a lot of work in concentrating on the Charter as it pertains to the School District only and forwarded us their recommendations and I would like for the BMA to decide how/or if we'll be moving forward.

Respectfully submitted,

 4/12/21

Pat Long

Date

Alderman Ward 3

Shall the City of Manchester approve the Charter amendments summarized below?

1. The Charter is amended throughout so that the School Committee is known as the School Board, a School Committeeman is known as a School Board Member, and School Committeemen are referred to as School BoardMembers.
2. Articles IV (Four) and VI (Six) are amended throughout to provide that the School Board shall have fiscal autonomy and responsibility for proposing, approving, adopting, appropriating and overseeing the administration of the School District's annual budget and capital budget, the authority to borrow money on behalf of the School District, and shall designate a financial institution to serve as the School District depository. The sole authority of the Board of Mayor and Aldermen over School District fiscal matters shall be to approve or deny a request by the School Board to override the Charter's annual limits on budgetincreases.
3. Articles II (Two), IV (Four) and V (Five) are amended to provide that the School Board shall consist of 14 members, one elected from each of the City's 12 wards, and two elected at large; the School Board shall elect its chairman to serve for a term of two years who shall appoint the standing committees. In the event of a vacancy on the School Board,the School Board shall appoint a replacement to serve for the remainder of the term.
4. Article IV (Four) is amended to affirm that the School District and School Board have the powers and duties of a school district and school board under New Hampshire law; to state the authority and responsibility of the Superintendent of Schools and Business Administrator; to provide that the School Board shall adopt technical procedures to comply with the laws of the State of New Hampshire for the adoption and accounting of its annual budget and its capital budget and for the issuance of debt instrument; to authorize the School Board to appoint an independent auditor, a clerk, and a treasurer; and to define the roles of auditor, clerk andtreasurer.

A complete copy of the Text of these proposed amendments and a summary of these amendments is availableattheCityClerk'sOffice,onthecityofManchesterWebsiteat: _____ and has beenpostedat: _____

I, Michael Intranuovo, do hereby certify in my capacity as Clerk of the City of Manchester School District Charter Commission that this document is a true and accurate copy of the Supplemental Proposed Amendment issued and submitted by the City of Manchester School District Charter Commission. IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the official seal of the City of Manchester, this 14th day of August 2020 .

A handwritten signature in cursive script, appearing to read "Michael Intranuovo".

Michael Intranuovo
City of Manchester School District Charter Commission Clerk
One City Hall Plaza
Manchester, NH

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2019, FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty One Dollars and Six Cents (\$13,581.06) for the FY 2021 CIP 411421 Radiological Emergency Preparedness.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2019, 2020 and 2021 CIP budgets as contained in the 2019, 2020 and 2021 CIP budgets; and

WHEREAS, the 2019, 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Fire Department administered projects; and

NOW, THEREFORE, be it resolved that the 2019, 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2019 CIP 410919 Radiological Emergency Preparedness Program - \$2,970.14 State
(from \$69,820 to \$66,849.86)

By decreasing:

FY 2020 CIP 411620 2020 Radiological Emergency Preparedness (REP) - \$10,610.92 State
(from \$38,700 to \$28,089.08)

By increasing:

FY2021 CIP 411421 Radiological Emergency Preparedness - \$13,581.06 State (from \$27,500 to \$41,081.06)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate unprogrammed HOME funds in the amount of \$14,155 for the Housing First program;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

By increasing:

FY 2020 CIP 610020 Housing First - \$14,155 HOME

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 and 2021 CIP budgets as contained in the 2020 and 2021 CIP budgets; and

WHEREAS, the 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balances of HOME funds from CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project ; and

NOW, THEREFORE, be it resolved that the 2020 and 2021 CIP budgets be amended as follows:

By decreasing:

FY 2020 CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project - \$750,000

HOME (from \$750,000 to \$0)

By increasing:

FY2021 CIP 810121 Affordable Housing Initiatives - \$750,000 HOME (from \$461,750 to \$1,211,750)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty One

A RESOLUTION

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ENTERPRISE funding for the building of a storage shed at the Water Treatment Plant on Lake Shore Road;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By adding:

FY 2021 CIP 713721 Storage Shed - \$575,00 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 1 of 3

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, The establishment of Central Business Service Districts are authorized under provision of RSA 31:120 through RSA 31:125; and

WHEREAS, The Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and

WHEREAS, The Board of Mayor and Aldermen, after consultation with and on the recommendation of an Advisory Board of owners and tenants within the proposed District, find that a Central Business Service District should be continued:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

THAT, The recommended boundaries of the District within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street; thence easterly along West North Street and continuing along North Street to Bay Street;
thence southerly along Bay Street to Sagamore Street;
thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);
thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;
thence westerly along Pennacook Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Blodgett Street;
thence westerly along Blodgett Street to an alley – Elm Street East Back;
thence southerly along Elm Street East Back Alley to Brook Street;
thence easterly along Brook Street to Temple Court;

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 2 of 3

thence southerly along Temple Court to Harrison Street;
thence westerly along Harrison Street to the rear of the building at
1415 Elm Street (the “Sears Building” so-called);
thence southerly along the rear of the building at 1415 Elm Street
(the “Sears Building” so-called) to Prospect Street;
thence continuing southerly along the rear property line of 1331-
1375 Elm Street to Myrtle Street;
thence continuing southerly along an alley – North Church Street
to Orange Street;
thence easterly along Orange Street to Chestnut Street;
thence southerly along Chestnut Street to Bridge Street;
thence easterly along Bridge Street to Pine Street;
thence southerly along Pine Street to Manchester Street;
thence westerly along Manchester Street to Chestnut Street;
thence southerly along Chestnut Street to Auburn Street;
thence westerly along Auburn Street to Willow Street
thence southerly along Willow Street to Valley Street
thence easterly along Valley Street to Elm Street.
thence southerly along Elm Street, including only those properties
with a border on Elm Street, to Queen City Avenue
thence westerly along the middle of Queen City Avenue to the
Queen City Bridge
thence northerly along the Merrimack River to the existing CBSD
border at the “Trestle Bridge”
thence northerly along the Merrimack River to the Amoskeag
Dam;
thence easterly from the Amoskeag Dam on a line extending to
River Road;
thence northerly along River Road to West North Street; said point
also being the point of beginning.

THAT,

The District is to include all properties within the described
boundaries.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Continuation of the Central Business Service District.”

Page 3 of 3

- THAT, That the assessed values of the properties for purposes of assessments be established in accordance with the property tax maps and records as maintained by the Board of Assessors.
- THAT, Services to be provided within the District consist of daily cleaning, maintenance and inspection of incidental repairs within the right-of-way in the District and such other services as determined by the Advisory Board.
- THAT, The District assessment for Fiscal Year 2022 shall be established in the Fall of 2021 by the Assessor's Office at a rate sufficient to raise the approved budget of \$258,000.
- THAT, The District assessment shall be made against the owners of all commercial, all industrial and residential properties of five units or more, (excluding multi-unit condominium properties).

RESOLVED that this Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty-One

A RESOLUTION

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Fiscal Year 2021.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the Fiscal Year 2021 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

*City of Manchester
New Hampshire*

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator II) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator II, Class Code 5450, Grade 13 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator III) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator III, Class Code 5460, Grade 14 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator IV) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator IV, Class Code 5470, Grade 15 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester
New Hampshire

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Equipment Operator V) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Equipment Operator V, Class Code 5480, Grade 16 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

*City of Manchester
New Hampshire*

In the year Two Thousand and twenty-one

AN ORDINANCE

“Amending Section 33.026 (Civil Engineer III) of the Code of Ordinances of the City of Manchester.”

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Change Civil Engineer III, Class Code 5795, Grade 22 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



CITY OF MANCHESTER

Joyce Craig
Mayor

MEMORANDUM

To: Board of Mayor and Aldermen
From: Mayor Joyce Craig
Date: March 16, 2021
Re: Nominations

Pursuant to Section 3.14(b) of the City Charter, please find below the following nomination, which will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen:

Manchester Development Corporation Board of Directors

- Danielle Fisher to replace herself as a regular member, term to expire March 11, 2024
- Stephen Grywacz to replace himself as a regular member, term to expire March 11, 2024
- Alex Walker to replace himself as a regular member, term to expire March 11, 2024
- Michael Skelton to replace himself as a regular member, term to expire March 11, 2024